

Transportation Service Extension Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Agency]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the transportation services currently provided by [Company Name] under [Contract Number or Agreement Name] which is set to expire on [Expiration Date].

Due to [reason for extension request, e.g., ongoing projects, increased demand, etc.], we believe it is necessary to continue our transportation services to ensure seamless operations and support the needs of our community.

We kindly ask for an extension of [duration of extension requested], allowing us to maintain our high standards of service while we complete our existing obligations and evaluate future needs.

Thank you for considering our request. I am looking forward to your positive response. Please feel free to contact me if you need any additional information.

Best regards,

[Your Name]
[Your Position]
[Your Organization]