

Transportation Service Extension Request

Date: [Insert Date]

To: [Transportation Service Provider's Name]

From: [Your Business Name]

Address: [Your Business Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Transportation Service Provider's Name],

I hope this message finds you well. I am writing to formally request an extension of our transportation services currently provided by your esteemed company. We have greatly appreciated the quality and reliability of your services and would like to discuss the possibility of extending our agreement.

Due to [briefly describe reason for extension, e.g., increased demand, new projects, seasonal needs], we believe that an extension would greatly benefit both our business and our customers.

We would like to discuss the terms and potential adjustments to our current agreement that would accommodate our growing needs. Please let us know a convenient time for you to meet or if we could arrange a call to discuss this further.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Business Name]