

Transportation Service Extension Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Logistics Company Name]

[Logistics Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of our transportation services with [Logistics Company Name]. Due to [briefly explain reason, e.g., increased demand, project delay, etc.], we find it necessary to extend our current agreement.

We value our partnership and believe that the continuation of these services will greatly benefit both parties. We would appreciate your prompt attention to this request and look forward to discussing the terms of the extension at your earliest convenience.

Thank you for your cooperation. Please do not hesitate to contact me if you require any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]