

Request for Extension of Transportation Services

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request an extension of transportation services provided to [Non-Profit Organization Name] due to our ongoing initiatives aimed at [describe purpose, e.g., helping underserved communities, delivering essential supplies, etc.].

Your support has been invaluable to us, and as our programs continue to grow, we are in need of continued transportation assistance to effectively reach our beneficiaries. We kindly ask for an extension of services for an additional [specify duration, e.g., six months] to ensure we can fulfill our mission without interruption.

Thank you for considering our request. We appreciate your commitment to supporting our efforts, and we look forward to your positive response. Please feel free to reach out if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Your Contact Information]