

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the potential extension of our current service agreement, which is set to expire on [expiration date].

Given our successful collaboration and the positive results achieved thus far, I believe that extending our agreement would be mutually beneficial. I would like to propose that we consider a [duration of extension] extension to allow us to continue our work together.

Please let me know a convenient time for us to discuss this further. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]