

Service Extension Invitation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally invite you to discuss the extension of our service agreement, originally set to expire on [Original Expiration Date].

In light of our successful collaboration and your continued satisfaction with our services, we believe that extending our agreement would be mutually beneficial.

Please join us for a meeting on [Proposed Meeting Date] at [Meeting Location/Platform], where we can discuss the details of the extension and address any questions you may have.

We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]