

Business Service Agreement Extension

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose an extension to our current Business Service Agreement originally dated [Original Agreement Date]. This extension will allow us to continue providing the services as outlined in the agreement for an additional period.

The proposed new end date for the agreement is [Proposed New End Date]. All other terms and conditions will remain in effect unless amended by mutual consent.

Please indicate your acceptance of this extension by signing below and returning a copy of this letter to us.

Thank you for your continued partnership. We look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Company]

Accepted by:

[Recipient Signature]
[Recipient Printed Name]
[Recipient Job Title]

[Recipient Company]
Date: [Insert Date]