

Service Contract Prolongation

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to discuss the prolongation of our service contract originally signed on [original contract date]. We value our partnership and would like to extend the terms of our agreement to continue benefiting from our services.

We propose to extend the contract for an additional [duration] under the existing terms. Please review the attached documents and let us know your thoughts on this extension.

Thank you for your continued trust in our services. We look forward to your positive response.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email]