

Proposal for Prepaid Service Timeframe Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the timeframe for the prepaid services that we currently have in place. As per our agreement, the original service period is nearing its end, and we have experienced some unforeseen circumstances that hinder our ability to fully utilize the services within the originally stipulated time.

Given our positive working relationship and the value these services provide to our operations, I respectfully propose an extension of [number of weeks/months] to allow us to maximize our use of the prepaid services.

I believe this extension will not only benefit us but also foster continued collaboration between our parties. Please let me know if you would be open to discussing this proposal further.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]