

# Logistics Service Agreement Extension

Date: [Insert Date]

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Client Company Name]  
[Client Company Address]  
[City, State, Zip Code]

Dear [Client Contact Name],

We hope this message finds you well. We are writing to formally propose an extension of the existing logistics service agreement between [Your Company Name] and [Client Company Name], originally signed on [Original Agreement Date].

Due to [reason for extension, e.g., ongoing projects, increased demand], we believe extending the agreement is beneficial for both parties. We propose to extend the agreement for an additional [specific duration] under the same terms and conditions as the original contract.

Please review this proposal and let us know if you agree to the extension. If acceptable, we can prepare the necessary documentation for your signature.

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

Sincerely,

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