

IT Service Agreement Extension Proposal

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. As we approach the end of our current IT Service Agreement dated [Insert Original Agreement Date], we would like to discuss the possibility of extending our partnership.

Over the past [duration of the agreement], we have successfully delivered [briefly mention services or outcomes], and we believe there is significant potential for further collaboration. Our proposal for the extended agreement includes:

- Continuation of [describe services]
- Additional services such as [list any new services or improvements]
- Revised terms discussing [mention any changes in pricing or scope]

We are committed to providing high-quality IT services that meet your evolving needs. We would appreciate the opportunity to discuss this proposal in more detail.

Please let us know a suitable time for a meeting or call. We look forward to your positive response.

Thank you for considering our proposal.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]