

# Acknowledgment of Service Extension Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to acknowledge the receipt of your request for an extension of services dated [Insert Date of Request]. We appreciate your communication and would like to inform you that we are currently reviewing your request.

We value your partnership and will strive to address your request promptly. We will notify you of our decision regarding the service extension by [Insert Expected Response Date].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company/Organization Name]

[Insert Your Contact Information]