

Extension Proposal for Service Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an extension of our current service contract, originally set to expire on [original expiration date]. Due to the positive impact our services have had on [Briefly explain the context or project], we believe that extending the contract will continue to bring significant value.

We propose extending the contract by an additional [duration of extension], with the following terms:

- Proposed new expiration date: [new expiration date]
- Adjusted service fee: [new fee structure]
- Additional services included: [list any additional services, if applicable]

We are committed to maintaining the high standards of service you have come to expect from us and are eager to further our partnership. Please feel free to reach out if you would like to discuss this proposal in more detail or if there are any other considerations we should address.

Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]