

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the service provided by [Service Provider/Company Name], which is currently set to expire on [Expiration Date]. Due to [brief explanation of the reason for the request], I believe that an extension would be beneficial.

Specifically, I am requesting an extension of [duration of extension] to ensure that [reason for needing the extension]. I appreciate your consideration of this request and am hopeful for a positive response.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,
[Your Name]