

Letter of Intent to Extend Service Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to express our intent to extend the current service agreement between [Your Company Name] and [Recipient's Company Name], originally set to expire on [Expiration Date]. We value our partnership and the services provided, and we would like to discuss the terms for extending this agreement.

We propose to extend the agreement for an additional [Duration], under the same terms and conditions outlined in the original contract. We believe that this will allow us to continue to benefit from our collaboration effectively.

Please let us know a convenient time for us to discuss this further. We are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]