

Proposal to Extend Service Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Proposal to Extend Service Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an extension of our current service agreement, which is set to expire on [Expiration Date]. We have appreciated the opportunity to work with [Recipient's Company] and believe that continuing our partnership will further enhance our mutual objectives.

Given the successful outcomes we have achieved together, I propose to extend the service agreement for an additional [Duration] with the following terms:

- Continued support for [Services Provided]
- Adjustment in pricing, if applicable

- New goals and performance metrics

I am confident that this extension will provide [Recipient's Company] with the value it has come to expect from our services. I would be happy to discuss this proposal further at your earliest convenience.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]