

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending our current service contract, which is set to expire on [Expiration Date]. We have greatly appreciated your services and would like to discuss the opportunity for an extension to ensure continued collaboration.

Could you please provide any available options for extending the contract? Additionally, it would be beneficial to discuss any changes or modifications that may be necessary as we move forward.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]