

Extension of Service Contract

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request an extension of our existing service contract, originally dated [Original Contract Date]. The current contract is set to expire on [Expiration Date], and we would like to propose an extension for an additional [Number of Months/Years].

Throughout our partnership, we have appreciated the services provided and have seen significant benefits from our collaboration. An extension of the contract will allow us to continue to build on this success.

The proposed new contract terms are as follows:

- Extension Period: [New Start Date] to [New End Date]
- Service Details: [Briefly outline services to be provided]
- Pricing: [Outline any changes to pricing, if applicable]

Please let us know a convenient time to discuss this proposal further. We are hopeful for a positive response and look forward to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]