

Proposal for Service Duration Extension

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose an extension of the service duration for [specific service] provided to [Company Name]. Our current agreement is due to expire on [current expiration date], and we believe that an extension would be mutually beneficial.

Over the past [duration of service], we have successfully achieved [mention any accomplishments or results], and I am confident that continued collaboration will yield even greater results. Therefore, I propose that we extend our service agreement for an additional [proposed duration] under the same terms and conditions.

Should you accept this proposal, we would be able to [mention any added value or potential outcomes]. I am happy to discuss any adjustments or specifics you may have in mind.

Please let me know a convenient time for you to discuss this proposal further. I look forward to your positive response.

Thank you for considering this extension.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]