

Request for Extension of Service Period

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally request an extension of my service period, currently scheduled to end on [Insert End Date]. Due to [briefly explain reason for the request], I believe that an extension would be beneficial to both myself and [Company/Organization Name].

I have thoroughly enjoyed my time working with the team and have made contributions that I hope have positively impacted our goals. An extension would allow me to continue this work and assist in [mention any specific projects or duties].

I kindly request that you consider extending my service period to [Insert New Proposed End Date]. I am open to discussing any adjustments or conditions you may have in mind.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]