

Service Engagement Extension Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the current service engagement between our organizations, which is set to expire on [insert expiration date].

Over the course of our collaboration, we have achieved significant milestones, and we believe that an extension would be mutually beneficial. The additional time would allow us to further fulfill our objectives and enhance the quality of service we provide.

We propose to extend the engagement for an additional [insert duration] under the same terms and conditions. We are confident that this extension will facilitate our continued success together.

Please let us know a convenient time to discuss this proposal further. Thank you for considering our request, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]