

# Confirmation Request for Service Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the extension of our real estate service agreement originally scheduled to expire on [Insert Expiration Date].

Given the ongoing needs of our real estate transactions and your exemplary service, I believe that an extension of our agreement would be mutually beneficial. I kindly ask for your confirmation on this request at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Title]