

Request for Supplier Service Expansion

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier's Name]
[Supplier's Position]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally request an expansion of the services provided by [Supplier's Company] to our organization.

Due to recent growth and increased demand for our services, we believe that extending the scope of our partnership will be mutually beneficial. Specifically, we are interested in [briefly describe the services you wish to expand].

We value the relationship we have built with your team and are confident that this expansion will enhance our operational capabilities and serve our clients better.

We would appreciate the opportunity to discuss this request further and explore the possibilities available to us. Please let us know your available times for a meeting.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]