

Agreement Extension Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of our current agreement for business services, which is set to expire on [Expiry Date]. We have appreciated our collaboration and the services provided thus far.

Given the ongoing requirements of our project, we believe that an extension of [Duration of Extension] would be beneficial for both parties. This will enable us to maintain our momentum and continue achieving our business objectives effectively.

We are fully committed to upholding the terms of our agreement and look forward to your favorable response regarding this extension request. Please let us know a convenient time to discuss this matter further.

Thank you for considering our request. We value the partnership we have built with [Recipient Company Name] and look forward to continuing our collaborative efforts.

Sincerely,

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