

Client Service Contract Extension Proposal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. We are writing to propose an extension of our existing service contract, which is set to expire on [Expiration Date]. We value our partnership and are committed to continuing to provide the highest level of service to your organization.

Proposed Terms of Extension:

- Extension Duration: [Proposed Duration]
- New Expiration Date: [New Expiration Date]
- Service Fee: [Proposed Fee]
- Scope of Services: [Brief Overview of Services Provided]

We believe this extension will benefit both parties and would be happy to discuss any adjustments or additional services you may require during this period.

Please let us know your thoughts at your earliest convenience. We look forward to your positive response.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]