

Service Agreement Extension Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that your current service agreement with [Company Name] will be extended for an additional [duration] starting from [start date]. This extension is in line with the terms outlined in our original agreement.

We appreciate your continued partnership and look forward to serving you throughout the extended term. If you have any questions regarding this extension, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]