

Service Contract Prolongation Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Email: [Service Provider's Email]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request the prolongation of our service contract originally dated [Insert Original Contract Date]. As per the terms of our agreement, the contract is set to expire on [Insert Expiration Date].

Due to [insert reasons for prolongation request], I believe it would be beneficial for both parties to extend our current agreement for an additional [insert duration of prolongation].

I appreciate your timely attention to this matter and look forward to your response. Please let me know if there is any further information you require to process this request.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]