

Service Partnership Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to formally propose an extension of our existing service partnership that was originally established on [Original Agreement Date].

Given the success of our collaboration and the mutual benefits we've experienced, we believe that extending our partnership will allow us to achieve even greater outcomes. We propose extending our partnership agreement for an additional [Time Period], with the following terms: [Outline any new terms or agreements].

Please let us know a convenient time for you to discuss this further or if you require any additional information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]