

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

We are writing to formally request an extension of our service provision agreement that is currently due to expire on [expiration date]. Due to [reason for extension], we believe that extending our agreement is mutually beneficial.

We propose extending our current services for an additional [duration of extension] under the same terms and conditions outlined in our original agreement. We are confident that this extension will allow us to continue providing exceptional support to your organization.

If this proposal is agreeable to you, please provide your written consent by [response deadline]. We look forward to your positive response.

Thank you for your attention to this matter. Please do not hesitate to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]