

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the service contract between [Your Company] and [Recipient's Company] originally set to expire on [Original Expiration Date].

Due to [reason for extension request], we believe that extending the contract until [Proposed New Expiration Date] will be beneficial for both parties. This extension will provide us with the necessary time to [explanation of what will be accomplished during the extension period].

Please let me know if this request can be accommodated. I am looking forward to your positive response and am happy to discuss this matter at your convenience.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]