

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor Name]
[Vendor Contact Person]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Contract Expiration and Extension Request

Dear [Contact Name],

This letter is regarding the home staging services agreement for the property located at [Property Address], which is currently scheduled to expire on [Current Expiration Date].

As the property remains active on the market, we would like to intervene and request an extension of the staging contract. We believe maintaining the current presentation is vital for a successful sale. We are proposing an extension under the following terms:

- **Extension Period:** [Number of Days/Months]
- **New Expiration Date:** [Date]
- **Extension Fee:** [Amount]

Please confirm your acceptance of this extension by signing below and returning a copy to our office by [Deadline Date]. If you have updated terms or require a new service order, please provide them for our review immediately.

Thank you for your continued partnership and for the excellent quality of your work.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]

Acknowledgment of Extension:

Signature: _____ Date: _____

Printed Name: [Vendor Representative Name]