

Vendor Contract Extension Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally request an extension of our current vendor contract which is set to expire on [Insert Expiration Date]. We have thoroughly appreciated the services you have provided and believe that extending our agreement would be mutually beneficial.

We are seeking to extend the contract for an additional [Insert Duration] under the same terms and conditions as stipulated in our original agreement. We are confident that this extension will enable us to continue our productive partnership and achieve our objectives effectively.

Please let us know your thoughts on this request, and if agreeable, the next steps to formalize the extension. Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]