

# Business Contract Extension Letter

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current contract dated [Insert Original Contract Date] regarding [Brief Description of the Contract].

As we have discussed, an extension would allow us to [Insert Reason for Extension]. I propose that we extend the contract for an additional [Insert Duration of Extension], until [Insert New End Date].

We believe that this extension will provide ample time for both parties to achieve the desired outcomes of our agreement.

Please confirm your acceptance of this extension by signing below and returning a copy to us. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]

Accepted by:

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[Recipient's Name]  
[Recipient's Job Title]  
[Date]