

Client Contract Extension Proposal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. We are writing to propose an extension of our current contract, which is set to expire on [Current Contract Expiry Date]. We have greatly enjoyed working with you and believe that continuing our partnership will be beneficial to both parties.

In the past [duration of contract], we have successfully [briefly mention achievements or projects completed]. To ensure that we can maintain the same level of service and support, we propose to extend our contract for an additional [duration of extension].

We are open to discussing any adjustments that you feel necessary, and we would like to arrange a meeting to go over the terms of the extension at your earliest convenience.

Thank you for considering this proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]