

# Contract Extension Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension to our existing contract dated [Insert Original Contract Date], which is set to expire on [Insert Expiration Date].

Given the positive outcomes we have achieved together, I believe that continuing our partnership would be mutually beneficial. I propose extending the contract for an additional [Insert Duration of Extension] under the same terms and conditions, or with modifications that suit both parties.

Kindly let me know a convenient time for you to discuss this proposal further. I am looking forward to your positive response.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]