

Your Name
Your Address
City, State, Zip
Your Email
Your Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding the extension of my temporary position as [Your Position] at [Company Name]. As my current contract is set to end on [End Date], I would like to formally reiterate my interest in continuing my role for an extended period.

During my time at [Company Name], I have enjoyed working on [mention any specific projects or responsibilities] and believe that there is still much I can contribute to the team. I am eager to support [Company's goals or projects] and further develop my skills within the organization.

Thank you for considering my request. I am looking forward to your response and hope to discuss this matter further at your earliest convenience.

Sincerely,
[Your Name]