

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending my temporary position as [Your Job Title] at [Company's Name]. My current contract is set to end on [End Date], and I have greatly enjoyed my time working here.

Given my contributions to [specific projects or tasks], I believe that an extension would not only benefit me but also the team and the ongoing work we are involved in. I am eager to continue my efforts and support the company's goals.

Please let me know if we could discuss this matter further. I appreciate your consideration and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]