

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my temporary position as [Your Job Title] due to the ongoing needs of our current project, [Project Name].

As you are aware, my contributions have been vital in [briefly describe your role and impact]. I believe that extending my tenure would greatly benefit the project's continued success and completion.

I am committed to maintaining the high standards of work that the team expects and would appreciate the opportunity to continue contributing during this critical period. I am requesting an extension of my contract until [Proposed End Date].

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]