

[Your Name]

[Your Position]

[School/Organization Name]

[School Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally propose an extension of my employment as a [Your Subject/Grade Level] teacher at [School/Organization Name]. My current contract ends on [End Date], and I would like to continue contributing to our students' education and the school community.

Over the past [duration of employment], I have thoroughly enjoyed my time at [School/Organization Name]. I believe my contributions in [mention any specific achievements, projects or contributions] have positively impacted our students and enhanced the school's mission.

I am enthusiastic about the possibility of extending my employment for an additional [proposed timeframe], during which I aim to [outline any future goals or initiatives you want to pursue].

Please let me know a convenient time for us to discuss this proposal further. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]