

Employment Extension Request

Date: [Insert 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 formally request an extension of my current employment contract for the position of [Your Position] which is set to expire on [Current Contract Expiration Date].

Over the course of my time at [Company's Name], I have greatly enjoyed working with the team and contributing to [mention any specific project or achievement]. I believe that my skills and experiences align well with the ongoing needs of the organization and I am eager to continue contributing to our goals.

If possible, I would appreciate an opportunity to discuss the potential for extending my contract and any steps that may be necessary to facilitate this process.

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

Sincerely,

[Your Name]

[Your Contact Information]