

Sales Agreement Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for our existing sales agreement dated [Insert Original Agreement Date], concerning the sale of [Insert Description of Goods/Services].

Due to [briefly explain reason for extension, e.g., unforeseen circumstances, changes in market conditions], I am unable to fulfill the original terms of the agreement within the established timeframe. Therefore, I kindly request an extension of [Insert Desired Extension Timeframe].

I believe that this extension will be beneficial for both parties and will allow us to complete the transaction satisfactorily. I am more than willing to discuss this matter further and explore any adjustments that may be necessary.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]