

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: Request for Continuation of Board Director Contract**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the continuation of my contract as a Board Director at [Company Name]. Over the past [duration], I have dedicated my efforts to contributing positively to our mission and have strived to support our strategic objectives.

As we move forward into [upcoming year or project], I believe my continued involvement can provide valuable insights and guidance as we navigate the challenges ahead. Specifically, I am eager to [mention any specific goals or contributions you plan to make].

I would appreciate the opportunity to discuss this matter further and would be happy to meet at your earliest convenience. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]