

# Inquiry for Contract Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As [your position] at [your organization], I would like to inquire about the possibility of extending my contract as a Board Director, set to expire on [current contract end date].

Over the past [duration], I have had the privilege of serving on the board and contributing to [specific contributions]. I believe that my continued involvement could further enhance our efforts towards [specific goals or objectives].

I would appreciate the opportunity to discuss this matter further and explore the possibilities for extending my tenure on the board. Please let me know a convenient time for us to meet or discuss over a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]