

Supplier Contract Extension Proposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to discuss the upcoming expiration of our current contract, which is set to end on [Contract End Date]. Over the course of our partnership, we have appreciated the quality and reliability of your services.

In light of this positive experience, we would like to propose an extension of our existing contract for an additional [number of months/years]. We believe that continuing our collaboration will allow us to further enhance our operational efficiencies and meet our mutual goals.

We suggest scheduling a meeting to discuss this proposal in detail, including any adjustments to terms and conditions as necessary. Please let us know your availability for such a discussion in the coming weeks.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]