

# Power Purchase Agreement Extension

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose an extension of the Power Purchase Agreement (PPA) originally executed on [Original Agreement Date] between [Your Company Name] and [Recipient Company Name]. The current agreement is set to expire on [Expiration Date].

Due to [brief reason for extension, e.g., ongoing project development, market conditions], we would like to extend the term of the agreement for an additional [Number of Months/Years]. We believe this extension will contribute to the continued success of both our operations.

We are committed to collaborating with you to finalize the terms of this extension and address any concerns that may arise. We propose to schedule a meeting at your earliest convenience to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]