

Vendor Contract Extension Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. As we approach the expiration of our current contract dated [Insert Original Contract Date], we would like to formally request an extension of our agreement.

Over the course of our partnership, we have greatly appreciated the quality of your services and the professionalism of your team. We believe that extending our contract will provide us with the opportunity to continue building on this successful relationship.

We propose to extend our contract for an additional [Insert Duration of Extension] under the same terms and conditions. Please let us know if you are amenable to this extension, and if so, we can discuss any necessary updates or revisions to the contract.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]