

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to discuss the upcoming expiration of my current employment contract dated [Original Contract Date], which is set to end on [Contract End Date]. Given my contributions to the team and the successful projects we have accomplished together, I would like to initiate a negotiation for an extension to my contract.

Over the past [duration of employment], I have [list key achievements and contributions]. I believe that an extension would allow us to continue to build on our successes and reach new goals.

I am open to discussing the terms and conditions of the extension and would appreciate the opportunity to meet at your earliest convenience. Thank you for considering my request.

Looking forward to your positive response.

Sincerely,
[Your Name]