

Inquiry Regarding Advertising Contract Extension

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending our current advertising contract, which is set to expire on [insert expiration date]. We have been pleased with the partnership and the results we have achieved together.

As we plan for the upcoming [specify time period, e.g., quarter, year], we are interested in discussing new opportunities that could benefit both our companies. We would like to explore the terms of the extension and any new proposals you may have.

Could we schedule a meeting to discuss this further? I am available on [insert dates and times], but I am happy to accommodate your schedule as well.

Thank you for considering our request. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company]