

Request for Job Application Contract Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my job application contract for the position of [Job Title] at [Company Name]. My current contract is set to expire on [Current Expiration Date], and I would appreciate the opportunity to continue my candidacy for this role.

During my time spent in the application process, I have become even more enthusiastic about the role and the chance to contribute to your esteemed organization. I believe an extension would allow me to further demonstrate my suitability for the position and gather any additional information that may aid in the decision-making process.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]