

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, ZIP Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally propose an extension to our existing contract dated [Original Contract Date], which is set to expire on [Original Expiration Date].

We have greatly valued the collaboration between our companies and would like to continue our partnership. We propose extending the contract for an additional [Duration of Extension], under the same terms and conditions as stipulated in the original agreement.

Please review this proposal at your earliest convenience. If agreeable, we can arrange a formal meeting to discuss the extension further and sign the amended contract.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]