

# Contract Extension Negotiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to discuss the upcoming expiration of my contract on [contract expiration date] and the possibility of extending our agreement.

Over the past [duration of your contract], I have thoroughly enjoyed working with [Company Name] and contributing to [specific projects or achievements]. I believe that there is still considerable potential for us to collaborate and achieve our shared goals.

To that end, I would like to propose a meeting at your earliest convenience to discuss the terms of a contract extension. I am confident that we can come to a mutually beneficial agreement that reflects the work we have done together and the aspirations for the future.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]