

Supplier Contract Extension Proposal

Date: [Insert Date]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are reaching out to formally propose an extension of our current supplier agreement set to expire on [Insert Expiration Date]. Over the duration of our partnership, we have greatly appreciated your service and the quality of products supplied.

Given the success of our collaboration and the mutual benefits realized, we would like to extend the contract for an additional [Insert Duration]. We believe that this extension will allow us to continue building on the strong foundation we have established together.

We would appreciate the opportunity to discuss this proposal at your earliest convenience. Please let us know your availability for a meeting or call in the coming weeks.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]