

# Vendor Collaboration Extension Request

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We want to express our gratitude for the successful collaboration we have had with [Vendor's Company Name] over the past [duration of partnership]. Your support and expertise have been invaluable to our success.

As our project is progressing, we would like to propose an extension of our collaboration for an additional [proposed duration], during which we believe we can achieve even greater results together.

We are confident that by continuing our partnership, we can enhance our mutual goals and objectives.

Please let us know a suitable time for us to discuss this proposal in further detail. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]