

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Energy Supplier's Company Name]

[Energy Supplier's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current Energy Supply Agreement, which is set to expire on [insert expiration date]. We have been pleased with the service provided and are interested in continuing our partnership.

Given the current circumstances and our ongoing projects, we believe that extending our agreement will enable us to maintain a stable energy supply while we assess our future needs. We would appreciate the opportunity to discuss the terms of the extension, including any adjustments that might be necessary.

Please let us know a convenient time for you to discuss this matter further. We look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]