

Request for Extension of Energy Supply Contract

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request an extension of our current energy supply contract, which is set to expire on [Insert Expiration Date]. We have been pleased with the service provided and would like to continue our partnership.

In light of [briefly explain reasons for requesting extension, e.g., ongoing projects, budget considerations, etc.], we believe that an extension would be mutually beneficial. We would like to propose an extension period of [Insert Proposed Duration].

We appreciate your consideration of this request and hope to discuss this matter further. Please let us know a suitable time for us to meet or speak.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]