

Anniversary Contract Proposal for Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

Dear [Recipient's Name],

As we approach the anniversary of our initial contract dated [Insert Original Contract Date], we would like to take this opportunity to express our gratitude for the successful partnership we have developed over the past [Insert Duration].

In recognition of our fruitful collaboration and the value it brings to both our organizations, we propose an extension of our current contract for an additional term of [Insert Proposed Duration]. We believe this extension will allow us to continue delivering excellent outcomes and achieving our mutual goals.

The key terms we propose for the extension are as follows:

- Duration: [Insert Duration]
- Scope of Work: [Briefly describe the scope]
- Compensation: [Insert Compensation Details]

We are confident that this extension will further enhance our collaboration and look forward to discussing this proposal at your earliest convenience. Please feel free to reach out with any questions or additional points for discussion.

Thank you for your continued trust and partnership.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]