

# Supplier Contract Extension Request

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Position]  
[Supplier's Company Name]  
[Supplier's Company Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request an extension of our current contract, originally set to expire on [Current Contract Expiration Date]. Due to [brief explanation of reasons for extension request], we believe that extending the contract for an additional [duration of extension] would be mutually beneficial.

We are satisfied with the quality of your services/products and appreciate your continued support. We propose to extend the contract until [Proposed New Expiration Date]. Please let us know if you are amenable to this extension or if you would like to discuss any adjustments.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,  
[Your Name]  
[Your Position]