

Supplier Contract Extension Proposal

Date: [Insert Date]

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

Dear [Supplier's Contact Person],

We hope this letter finds you well. As we approach the end of our current contract which was established on [Insert Original Contract Date], we would like to discuss the possibility of extending our partnership.

Over the past [insert duration of partnership], we have greatly appreciated the reliability and quality of the products/services you have provided. To ensure a stable supply chain and continued success for both parties, we propose to extend our contract for an additional [insert duration of extension].

We believe that extending our agreement will not only strengthen our partnership but also allow us to continue meeting the needs of our customers without disruption. We are open to discussing any revisions or adjustments that may be necessary for the extension.

Please let us know a convenient time for you to discuss this proposal further. We look forward to your positive response and continuing our fruitful collaboration.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]