

Contract Extension Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Proposal for Contract Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension to our current contract, which is set to expire on [Insert Expiration Date].

Given the positive results we have achieved during our collaboration, I believe that extending our contract would be mutually beneficial. We have [briefly mention achievements or successes].

Therefore, I propose to extend the contract for an additional [Insert Duration] under the same terms and conditions. I am confident that we can continue to work together effectively.

Please let me know a convenient time for us to discuss this proposal further. I look forward to your positive response.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]