

Contract Extension Proposal

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert Institution Name]
[Insert Institution Address]

Dear [Insert Recipient Name],

I am writing to propose the extension of my contract as a lecturer in the [Insert Department Name] at [Insert Institution Name]. My current contract is set to expire on [Insert Expiry Date], and I would like to continue contributing to the academic achievements and goals of our department.

During my tenure, I have successfully [briefly describe any achievements, contributions, or initiatives]. I am eager to build on these accomplishments, further develop my courses, and engage more with students and faculty alike.

I believe that my continued presence in the department will [insert potential benefits such as support for ongoing projects, mentorship, etc.]. I am committed to enhancing the learning experience for our students and upholding the standards of excellence at [Insert Institution Name].

Please consider my proposal for a contract extension. I would appreciate the opportunity to discuss this further and am happy to meet at your convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Insert Department Name]
[Insert Institution Name]
[Insert Email Address]
[Insert Phone Number]