

# Contract Continuation Proposal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to propose the continuation of our existing contract that is set to expire on [Contract Expiry Date]. Given the positive outcomes we have achieved together, I believe that extending our agreement will benefit both parties.

Over the past [duration of the contract], we have successfully [mention key achievements], which have substantially [mention benefits to the recipient's company]. I am confident that we can build on this momentum to drive further success in the upcoming term.

I propose to extend the contract for an additional [duration of extension] under the same terms, with the following adjustments: [mention any changes, if applicable].

Thank you for considering this proposal. I look forward to your positive response and am happy to discuss any details further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]