

# Agreement Extension Proposal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an early extension of our current agreement between [Your Company] and [Recipient's Company], which is set to expire on [Expiration Date].

Given the positive outcomes we have achieved together and the potential for future collaboration, I believe it would be advantageous for both parties to extend our agreement ahead of schedule. This would allow us to continue leveraging our partnership effectively and exploring new opportunities.

I propose an extension of [Insert Proposed Duration] with the same terms and conditions as outlined in our current agreement. Please let me know if this is something you would be open to discussing further. I would be happy to arrange a meeting at your convenience.

Thank you for considering this proposal. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]