

Official Request for Supply Contract Extension

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request an extension of our existing supply contract, originally set to expire on [Original Expiration Date]. Given the positive relationship our companies have cultivated, we believe extending this contract would be mutually beneficial.

We have appreciated your team's support and quality service, and we are eager to continue our partnership. We propose extending the contract for an additional [Specify Duration], which we feel aligns with our ongoing projects and objectives.

We are open to discussing any adjustments needed to ensure a successful extension and to address any concerns you might have.

Thank you for considering our request. We look forward to your favorable reply.

Sincerely,

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