

Supply Contract Extension Proposal

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an extension of our current supply contract, which is set to expire on [Insert Expiration Date]. We greatly value our partnership and the successful collaboration that we have developed over the past [Insert Duration].

To continue our productive relationship, we would like to propose extending the contract for an additional [Insert Duration], under the same terms and conditions as outlined in our original agreement. We believe this extension will benefit both parties and enable us to achieve our mutual goals.

Please let us know your thoughts on this proposal. We are open to discussing any adjustments you may find necessary and look forward to your positive response.

Thank you for your continued support and partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]