

# Contract Extension Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my contract, which is set to expire on [expiration date], due to unforeseen circumstances that have significantly impacted my ability to fulfill my obligations.

Due to [briefly explain the unforeseen circumstances], I believe that an extension would allow me the necessary time to complete my work effectively and maintain the quality standards we both value.

I am committed to [specific project or responsibilities], and I genuinely hope you will consider my request favorably. I would be more than happy to discuss this matter further at your convenience.

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

Sincerely,

[Your Name]