

Contract Extension Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Contract Extension for Strategic Alignment

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of our current contract, I would like to propose a discussion regarding the potential extension of our agreement. Given our successful collaboration and the strategic alignment of our goals, I believe it is beneficial for both parties to consider continuing our partnership.

I would appreciate the opportunity to discuss how we can further align our objectives and address any adjustments that may enhance our cooperation moving forward. I am available for a meeting at your convenience next week and would welcome any specific topics you wish to address during our discussion.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]