

Contract Extension Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending our current contract [Contract Name/Number] which is set to expire on [Expiration Date].

As we have built a productive relationship, I would like to discuss additional terms that could be beneficial for both parties moving forward.

Could we schedule a meeting to go over this? I appreciate your attention to this matter and look forward to your reply.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]