

Contract Extension Negotiation Letter

Date: [Insert Date]

To: [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 discuss the potential extension of our current contract, which is set to expire on [insert expiration date]. Over the course of our partnership, I believe we have achieved significant milestones and fostered a mutually beneficial relationship.

However, I would like to propose some adjustments to the terms of our contract to better reflect the current market conditions and the evolving needs of both parties. Specifically, I am looking to discuss the following points:

- Updated pricing structure to align with current market rates.
- Revised timelines for project deliverables.
- Enhanced service level agreements to ensure quality and efficiency.

I am confident that addressing these aspects will allow us to continue our partnership in a way that is beneficial for both sides. I suggest scheduling a meeting to discuss this further at your earliest convenience. Please let me know your available times next week.

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]