

Contract Extension Request

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 formally request an extension of our existing contract [Contract Number/Title] which is set to expire on [Expiration Date].

Given our successful collaboration and the mutual benefits that have arisen from our partnership, I believe that extending the contract will allow us to continue achieving our goals effectively.

Please let me know if you would be open to discussing this proposal further. I am looking forward to your positive response.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]