

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an extension of our existing contract, which is set to expire on [Contract Expiry Date]. We have greatly valued our collaboration thus far and believe that an extension would enable us to build on our successes and refine our partnership.

Our recent projects have demonstrated the potential for enhanced outcomes through our joint efforts, and I would like to discuss how we can further leverage our resources and expertise to achieve even greater results in the future.

Would you be available for a meeting to discuss this proposal further? I believe that with our continued collaboration, we can achieve remarkable milestones together.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]