

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
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 duration of the contract related to [specific project or service]. It would be helpful to clarify the start and end dates, as well as any conditions regarding potential extensions.

Understanding the timeline is crucial for my planning and I would greatly appreciate any details you could provide at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
Your Name