

Formal Request for Contract Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's 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 current contract, which is set to expire on [insert expiration date].

Given the ongoing project developments and our mutual interests, I believe that extending the contract will benefit both parties and allow us to achieve our shared goals more effectively.

I would appreciate the opportunity to discuss this further and explore possibilities for extending our collaboration. Please let me know a convenient time for a meeting or call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]