

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

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my intent to extend our contract engagement, which is currently set to expire on [current expiration date]. Over the course of our collaboration, I have greatly appreciated the opportunity to work together and the progress we have made.

Given the positive outcomes and the ongoing needs of [describe project or service], I believe that extending our contract would be mutually beneficial. I propose to extend our engagement for an additional [duration of extension], until [new expiration date].

Please let me know if you are agreeable to this extension. I am open to discussing any modifications necessary to meet both our needs effectively.

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

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]