

Proposal for Engagement Contract Extension

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally propose an extension of our current engagement contract, which is set to expire on [Insert Expiration Date]. Given the successful outcomes we have achieved together and the ongoing requirements of [mention any specific project or service], I believe an extension would be mutually beneficial.

During our collaboration, we have accomplished [briefly mention key achievements or milestones]. I am confident that extending our engagement will allow us to build on this momentum and continue to drive successful results.

I propose that we extend our contract for an additional [duration of extension] under the same terms and conditions, with a potential adjustment to [mention any changes to terms, if applicable]. I am open to discussing any adjustments you might deem necessary.

Please feel free to reach out at your earliest convenience to discuss this proposal further. I look forward to your positive response and the opportunity to continue our successful partnership.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]