

Request for Contract Engagement Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[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 my current contract engagement, which is set to expire on [Current Expiration Date]. Due to [briefly state the reason for the request, e.g., ongoing projects, unforeseen circumstances], I believe an extension would be beneficial for both parties.

During my time with [Company/Organization Name], I have thoroughly enjoyed [mention specific accomplishments or experiences]. I am confident that an extension would allow me to continue contributing effectively to [specific goals or projects].

I kindly request that we discuss the possibility of extending my contract by [proposed time frame, e.g., an additional three months]. I am open to your suggestions and any conditions you may have regarding this extension.

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

Sincerely,

[Your Name]