

Contract Extension Agreement

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally discuss the possibility of extending the duration of our existing contract dated [Insert Original Contract Date], which is set to expire on [Insert Expiration Date].

After reviewing our collaboration and the mutual benefits it has brought, we believe that extending the contract is in our best interests. We propose to extend the terms of our existing agreement for an additional [Insert Duration] under the same conditions.

Please let us know your thoughts on this proposal by [Insert Response Deadline]. We look forward to your positive response.

Thank you for considering this extension.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]