

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding the extension of our contract dated [Contract Date]. I understand that you may need time to review the proposal, but I wanted to reiterate the importance of this extension for our ongoing collaboration.

As we discussed, extending the term would allow us to [mention any specific benefits or reasons related to the extension]. I believe this adjustment could be mutually beneficial, and I am eager to hear your thoughts on this matter.

Please let me know if you require any additional information or if there's a convenient time for us to discuss this further. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]