

# Letter of Request for Contract Extension

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of our existing contract [Contract Number/Title], which is set to expire on [Expiration Date]. Given the ongoing developments and requirements of the project, I believe an extension would be beneficial for both parties.

Over the course of our collaboration, we have achieved significant milestones, and I am confident that additional time will allow us to maximize our efforts and deliver even greater

results. I would like to propose extending the contract by [duration of extension] to ensure the continuity of our work.

I appreciate your consideration of this request and would be happy to discuss this matter further at your earliest convenience. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]