

Your Name
Your Address
City, State, ZIP
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company Name
Company Address
City, State, ZIP

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the duration of our current contract, which is set to expire on [current expiration date]. Given the progress we have made together and the ongoing needs of the project, I believe that an extension could be mutually beneficial.

Could you please provide information regarding the process and any necessary steps to initiate this extension? Additionally, I would appreciate any insights on potential changes or adjustments to the contract terms that may be discussed during this process.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]