

Letter of Intent for Contract Duration Prolongation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Contract Duration Prolongation

I hope this message finds you well. I am writing to express our intent to prolong the duration of the existing contract between [Your Company/Organization Name] and [Recipient Company/Organization Name], originally signed on [Original Contract Date].

Given the successful collaboration and positive outcomes we have experienced, we believe that extending the contract would be mutually beneficial. We would like to propose an extension of [Proposed Duration] under the same terms and conditions.

Please let me know a convenient time for us to discuss this further. We are keen to continue our partnership and explore the potential for further collaboration.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]