

Negotiation Letter for Contract Length Extension

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the current contract between [Your Company Name] and [Recipient Company Name], set to expire on [Current Expiration Date]. We have appreciated the partnership and the benefits it has brought to both parties.

Given the ongoing projects and the positive outcomes we have achieved together, I would like to propose an extension of the contract length by [proposed duration, e.g., six months, one year]. We believe that this extension will allow us to further enhance our collaboration and contribute to our mutual goals.

I am open to discussing the terms of the extension and any adjustments you may consider necessary. Please let me know a convenient time for us to meet and discuss this further.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]