

Proposal for Extension of Contract Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension of the contract terms between [Your Company Name] and [Recipient's Company Name], originally dated [Original Contract Date].

Given the successful outcomes we have achieved during our partnership, we believe that extending the contract will further enhance our collaboration and allow us to deliver even greater value to both parties.

We propose the following terms for the extension:

- Extended duration: [Insert proposed duration]
- Revised scope of work: [Briefly outline any changes]
- Adjustment of fees: [Insert any proposed changes to fees]

We are confident that these adjustments will align our mutual goals and facilitate continued success. We are open to discussing any specific concerns or suggestions you may have regarding this proposal.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]