

Contract Extension Discussion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the conclusion of our current contract on [Contract End Date], I would like to initiate a discussion regarding the possibility of extending our agreement.

Given our successful collaboration on [specific projects or outcomes], I believe that extending our contract could be mutually beneficial. I would appreciate the opportunity to review our current terms and explore any adjustments that could offer greater value to both parties.

Please let me know a convenient time for you to discuss this matter further. I look forward to your positive response.

Thank you for your attention, and I hope to speak with you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]