

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Extension Request

I hope this letter finds you well. I am writing to formally request an extension of the existing contract between [Your Company Name] and [Recipient's Company Name] dated [Original Contract Date], which is set to expire on [Original Expiration Date].

Given our successful collaboration and the mutual benefits we have experienced, I believe that extending the contract would be advantageous for both parties. I propose to extend the contract for an additional [proposed duration] under the same terms and conditions, or discuss any adjustments that may be necessary.

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

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]