

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my contract, which is set to expire on [expiration date]. I have greatly enjoyed my time with [Company's Name] and believe that my contributions can continue to add value to the team.

I would appreciate the opportunity to discuss a potential extension at your earliest convenience. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]