

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

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

Dear [Recipient's Name],

Subject: Request for Contract Extension

I hope this letter finds you well. I am writing to formally request an extension of my current contract, which is set to expire on [Contract Expiration Date].

Having greatly enjoyed my work and contributions in my role as [Your Position/Title], I believe that an extension would benefit both me and the organization. [Briefly explain reasons for the request, such as ongoing projects, positive performance, etc.].

I would appreciate the opportunity to discuss this matter further and am open to any terms or conditions you may wish to impose for the extension. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position/Title]