

****Contract Extension Request Template****

****[Your Name]****
****[Your Position]****
****[Your Company Name]****
****[Your Company Address]****
****[City, State, Zip Code]****
****[Email Address]****
****[Phone Number]****
****[Date]****
****[Recipient Name]****
****[Recipient Position]****
****[Recipient Company Name]****
****[Recipient Company Address]****
****[City, State, Zip Code]****

****Subject:**** Request for Contract Extension

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of our existing contract, titled ****[Contract Title/Number]****, which is set to expire on ****[Original Expiration Date]****.

****1. Overview of the Contract****

- ****Parties Involved:**** [Your Company Name & Recipient Company Name]
- ****Contract Start Date:**** [Start Date]
- ****Current Expiration Date:**** [Original Expiration Date]
- ****Scope of Work:**** [Brief Description of Services/Products Covered]

****2. Justification for Extension****

- ****Reason for Request:**** [Explain why you are requesting an extension, e.g., project delays, continued need for services, successful collaboration.]
- ****Benefits of Extension:**** [Outline the advantages of extending the contract for both parties.]

****3. Proposed Terms****

- ****New Expiration Date:**** [Requested New Expiration Date]
- ****Changes to Terms (if any):**** [List any proposed changes to terms, pricing, or scope.]

****4. Action Required****

Please review this request and let me know a suitable time for us to discuss this further or to draft any necessary amendments to the contract.

I appreciate your consideration of this request and look forward to your positive response.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

****Attachments:****

- [List any supporting documents, if applicable]