

Subject: Request for Contract Extension

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient'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 our current contract [Contract Name/Number], which is set to expire on [Expiration Date].

Due to [brief explanation of reasons for extension], we believe that extending the contract would be mutually beneficial.

We propose to extend the contract for [Duration of Extension] under the same terms and conditions. Please let us know if this is agreeable or if you would like to discuss any modifications.

Thank you for considering our request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]