

[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],

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

Given the successful collaboration and progress we have made thus far, I believe that extending the contract will allow us to build on this momentum and achieve even greater results.

I propose an extension for a period of [proposed duration of extension], which will provide us with ample time to fulfill our objectives. Please let me know if you are open to this extension, and if so, I would be happy to discuss any terms or adjustments necessary to facilitate the process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company's Name]