

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's 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 our existing contract, originally set to expire on [original expiration date]. Due to [brief explanation of the reason for the extension], we believe that extending our agreement would be beneficial for both parties.

We propose the extension to last until [proposed new expiration date] to allow for [brief explanation of anticipated outcomes during the extension].

Please let us know if you require any further information or if there are specific terms you would like to discuss regarding this extension. We are committed to maintaining our collaborative relationship and look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]