

\*\*[Your Name]\*\*  
\*\*[Your Position]\*\*  
\*\*[Your Company/Organization Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient Name]\*\*  
\*\*[Recipient Position]\*\*  
\*\*[Recipient Company/Organization Name]\*\*  
\*\*[Recipient Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
Dear [Recipient Name],  
I hope this message finds you well.  
I am writing to formally request an extension of the contract originally signed on [original contract date] between [Your Company] and [Recipient Company]. The current agreement is set to expire on [expiration date], and we believe that extending this contract will be mutually beneficial for both parties.  
\*\*1. Purpose of Extension:\*\*  
Provide a brief explanation of the reasons for the extension.  
\*\*2. Proposed New Terms:\*\*  
Outline any proposed changes or terms for the extension period.  
\*\*3. Duration of Extension:\*\*  
Specify the new expiration date you are suggesting.  
\*\*4. Future Collaboration:\*\*  
Express your enthusiasm for continuing the partnership and any future projects or goals.  
Please let me know if you would like to discuss this in more detail. I look forward to your positive response.  
Thank you for considering this request.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]