

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Contract Extension Request

I hope this message finds you well.

I am writing to formally request an extension of our contract dated [Original Contract Date], which is set to expire on [Expiration Date]. [Briefly explain the reason for the extension, e.g., ongoing projects, mutual benefits, etc.].

I propose to extend the contract for an additional [Duration of Extension] under the same terms and conditions, which I believe will allow us to continue achieving our objectives together.

Please let me know your thoughts on this proposal. I am happy to discuss this matter further at your convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Title]
[Your Company]