

**\*\*Subject: Contract Extension Request\*\***

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request an extension of our existing contract, originally dated [start date] and set to expire on [expiration date]. In recognizing the positive outcomes of our collaboration, I believe a contract extension would mutually benefit our ongoing partnership.

Proposed new end date: [proposed new expiration date]

Key terms to consider for the extension: [brief summary of any changes or terms]

Please let me know a suitable time for us to discuss this matter further.

I look forward to your positive response.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]