

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of Agreement

I hope this letter finds you well.

We are reaching out to formally request an extension of our current agreement dated [original agreement date], set to expire on [expiration date]. Given our successful collaboration and the positive results we have achieved together, we believe that extending the agreement would be mutually beneficial.

We propose extending the agreement for an additional [duration of extension], with the possibility of further renewal based on our continued success and partnership.

Please let us know your thoughts on this proposal. We would be happy to discuss any terms or conditions necessary for this extension.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company]