

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request an extension of the contract between [Your Company] and [Recipient's Company], originally set to expire on [Original Expiry Date]. Due to [briefly explain reason for extension, e.g., ongoing project needs, mutual benefits, etc.], we believe that extending the contract would be advantageous for both parties involved. We propose to extend the contract until [Proposed New Expiry Date], which will allow us to [briefly elaborate on the benefits of the extension]. Please let us know your thoughts on this proposal. I am happy to discuss any details or adjustments you may have in mind. Thank you for your consideration, and I look forward to your positive response.

Warm regards,

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