

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Contract Extension

I hope this message finds you well. I am writing to formally request an extension of our current contract [Contract Number/Title], which is set to expire on [Original Expiration Date].

Given the successful collaboration between our entities and the ongoing projects we are engaged in, I believe that extending our agreement will be mutually beneficial.

I propose extending the contract for an additional [proposed duration, e.g., six months, one year] under the same terms and conditions as outlined in the original agreement.

Please let me know if you agree to this proposal or if you would like to discuss any modifications. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

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