

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

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

[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Contract Extension

I hope this letter finds you well.

1. ****Introduction****

- Reference the original contract (date signed, purpose, parties involved).

- Express the intention to extend the contract.

2. ****Proposed Terms of Extension****

- Specify new extension dates.

- Outline any changes or updates to the terms and conditions (if applicable).

3. ****Justification for Extension****

- Briefly explain why the extension is necessary or beneficial for both parties.

4. ****Acknowledgment****

- Request confirmation from the recipient regarding their agreement to the extension.

5. ****Closing Statement****

- Thank the recipient for their attention.

- Express enthusiasm about continuing the partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name] (if applicable)