

[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: Request for Contract Extension

I hope this message finds you well. I am writing to formally request an extension of my current contract, which is scheduled to expire on [Current Expiration Date].

I have thoroughly enjoyed working with [Company Name] and believe that my contributions have positively impacted our goals, particularly in [mention specific projects or achievements].

Given the ongoing projects and the potential for future opportunities, I feel that an extension would be mutually beneficial. I would appreciate the opportunity to discuss this further and explore how we can continue our collaboration.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Position, if applicable]