

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Contract Duration Extension

I hope this letter finds you well. I am writing to formally request an extension for the contract dated [original contract date], which is currently set to expire on [current expiration date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, project delay, etc.], I believe it would be beneficial for both parties to extend the contract duration by [proposed extension period].

I appreciate the opportunity to work together and am committed to achieving the project goals. Please let me know a convenient time for us to discuss this further.

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

Warm regards,

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