

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

Dear [Recipient Name],

Subject: Request for Contract Extension

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

[Briefly explain the reason for the extension request and any relevant details about the project or partnership.]

We believe that extending the contract will [mention the benefits of the extension for both parties]. We kindly request an extension period of [proposed duration], which will allow us to achieve [specific goals or objectives].

Please let us know if you require any additional information or wish to discuss this matter further. We appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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