

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Extension for YYZ

I hope this message finds you well. I am writing to discuss the upcoming expiration of our current contract regarding the YYZ project, which is due to expire on [expiration date].

We would like to propose an extension of the contract for an additional term of [duration of extension], given the successful collaboration and the positive outcomes we've achieved thus far.

We believe this extension will allow us to further capitalize on the momentum we have built and to enhance the project's objectives. We appreciate the valuable partnership we have established and would like to continue working together to reach our mutual goals.

Please let me know a convenient time for us to discuss this proposal further. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

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