

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Continuation for YYZ

I hope this letter finds you well. I am writing to formally request the continuation of our existing contract for YYZ, which is set to expire on [expiration date].

As we have successfully collaborated on several projects, I believe extending our agreement would be mutually beneficial. The commitment we have established has yielded positive results, and I am confident that we can further enhance our partnership moving forward.

I would appreciate the opportunity to discuss the terms of the continuation at your earliest convenience. Please let me know a suitable time for us to connect.

Thank you for considering my request. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]