

Official Contract Extension Letter

Subject: Contract Extension Request

Dear [Recipient's Name],

We are writing to officially request an extension of our contract [Contract Number] set to expire on [Expiration Date]. We propose to extend the terms for an additional period of [Duration], maintaining all current conditions unless otherwise discussed.

Please review and sign the attached amendment document at your convenience.

Sincerely,

[Your Name]

[Title]

[Company Name]

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