

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

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

Subject: Request for Extension of Contract Period

Dear [Recipient's Name],

I am writing to formally request an extension of the contract period concerning our current agreement, referenced as [Contract Reference Number], which is due to expire on [Current Expiry Date]. As you are aware, we are presently engaged in active negotiations regarding certain provisions of the contract to ensure that the final terms are mutually beneficial and comprehensive.

Despite our joint efforts, some points remain under discussion, and both parties have expressed a desire to resolve all outstanding matters to mutual satisfaction. Extending the contract period will allow us the necessary time to conduct thorough deliberations and finalize negotiations without compromising the quality of our agreement.

In light of the above, we respectfully request an extension of the existing contract period until [Proposed New Expiry Date]. We believe that this extension will facilitate a more productive negotiation process and enable us to reach a well-considered and robust agreement.

We appreciate your understanding and consideration of this request. Please let us know if you require any further information or wish to discuss this matter in more detail. We look forward to your favorable response and to continuing our constructive partnership.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]