

_____ [Your Name]
_____ [Your Address]
_____ [State, City, Zip Code]

_____ [Date]

_____ [Recipient Name]
_____ [Department Name]
_____ [Employer Name]
_____ [Employer Address]
_____ [State, City, Zip Code]

Dear _____ [Recipient Name],

My name is _____ [Your Name], and I am currently serving as _____ [Current Job Title] at _____ [Employer Name]. As my contract is set to expire on _____ [End Date of Current Contract], I am writing to express my keen interest in continuing my employment and would like to formally request an extension of my contract for an additional _____ [Time].

During my tenure at _____ [Employer Name], I have been committed to achieving excellence and continuous improvement. A notable instance was my commitment to _____ [Specific Project or Task], which led to _____ [Result or Outcome]. Such valuable experience has proven vital to my professional development, where I _____ [Expertise or Skills Demonstrated].

Furthermore, I contributed to _____ [Another Project or Task]. This effort led to _____ [Result or Outcome]. From this endeavor, I _____ [Expertise or Skills Demonstrated]—skills I am eager to develop and apply further at _____ [Employer Name].

I was also committed to _____ [Another Project or Task]. As a result of this project, we achieved _____ [Result or Outcome]. I _____ [Expertise or Skills Demonstrated] in the course of this engagement, which I am excited to utilize in future projects and tasks.

Continuing my role as _____ [Current Job Title] offers an exciting opportunity to build on these past successes. I am eager to further develop my skills and continue contributing to the broader objectives of _____ [Employer Name].

Thank you for considering my request to extend my contract. Please do not hesitate to contact me at _____ [Your Phone Number] or _____ [Your Email] should you wish to discuss this matter further.

Warm regards,

_____ [Your Name]

