

[Print details of address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Example

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, <<insert brief description of Agreement>> (the "Agreement"), <<insert name of Party 1>>, by virtue of [sub-]Clause <<insert clause number>> [of the Agreement] OR [am] entitled to request a meeting to discuss the extension of the Agreement.

[We] OR [I] hereby propose a meeting between <<insert name of Party 1>> and <<insert name of Party 2>>, to be held on <<insert date>> at <<insert proposed location>> to discuss the extension of the Agreement term [and to review any provisions of the Agreement that may be affected by the extension].

Please contact [me] OR [<<insert name of Party 1>>] on <<insert contact details if relevant>>] to arrange a meeting at a mutually convenient time, date and location.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]