

[Print or e-mail address]

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

<<Date>>

Dear <<Recipient's Name>>,

E-mail address

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

[We] OR [I] hereby propose that the term of the Agreement, a period of <<insert term>>, from <<insert start date>> to <<insert end date>> be extended for a further period of <<insert term>> to <<insert end date>>. All other provisions of the Agreement shall remain unchanged subject to any amendments agreed between <<insert name of Party 1>> and <<insert name of Party 2>>.

[We] OR [I] look forward to receiving your counter-proposal in due course. Please do not hesitate to contact us if you wish to discuss this further.

Yours sincerely,

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