[Company Name]  
[Address]  
[Contact/slogan]

To

[The Recipient]  
[Position]

Re. Details Justifying the Request for Renewal of the Contract with Reference ID # 380A-8.  
  
Dear Simon,

This letter has been penned to you to justify the renewal of the contract with reference to the above-cited subject. According to the mark sheet, the contract which was signed by the State Oil Company with your company on tender noticed on 18th December 20XX and regularized from 3rd January 20XX. The contract brought into effect from 3rd January 20XX and it was to be expired on 3rd February 20XX. I am writing to share the details of the contract so that I can make the renewal justification clearer to you.

The contract was to be completed within the aforesaid period. The project was initiated later than the mentioned date and thus it fell into many lacks. Hence to make the amendments, we had a meeting on 17th June 20XX in which it was decided that the renewal will be made in case of project lap. These points of the meeting were not documented and thus it was not considered by the Human Resource of your company.

Moreover, the project has not been completed yet whereas the contract which was bid is going to be expired on 23rd January 20XX. Clause 18 part-IV states that the contract will be terminated on 23rd January 20XX but not without the completion of the project. It means to say that for the sake of project completion, the contract shall be renewed, and new schedules would be formulated.

Keeping all the above details in view, I request you to renew the contract with reference ID # 380A-8. You can contact us through email at [X] or call us at +[X]. Thank you.

Regards

Emily Cooper  
The General Manager,  
State Oil Company PVT LTD.  
34/C California, USA