

To: [Name of Decision Maker/Department Head]

From: [Your Name/Project Manager Name]

Date: [Current Date]

Subject: Recommendation for Contract Extension and Transition Plan - [Contractor Name]

Dear [Name],

I am writing to formally recommend a contract extension for [Contractor Name/Company], whose current agreement is scheduled to expire on [Current Expiration Date]. Based on their performance and the current status of [Project Name], I propose extending the contract until [New End Date].

Justification for Extension:

The contractor has consistently met project milestones. This extension is required to:

- Complete the final phase of [Specific Task/Deliverable].
- Ensure stability during the upcoming [Specific Event or Launch].
- Provide additional time for a comprehensive knowledge transfer.

Transition Recommendation:

To ensure a seamless handover to the internal team or future vendors, I recommend the following transition activities during the extension period:

- Finalization of technical documentation and user manuals.
- Shadowing sessions between the contractor and [Internal Staff Member Name].
- Final audit of all code, assets, and credentials.

I am confident that this extension will protect our investment and ensure the long-term success of the project. Please let me know if you require any further documentation to process this request.

Sincerely,

[Your Signature]

[Your Job Title]