

# Consultancy Engagement Continuation Notice

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Client Name]  
[Client Position]  
[Client Company Name]  
[Client Company Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: Continuation of Consultancy Engagement

We are pleased to inform you that our consultancy engagement with [Client Company Name] is set to continue beyond the initial agreed period, which is due to expire on [Original End Date]. We believe that our ongoing collaboration has led to significant progress and we look forward to achieving further milestones together.

Please let us know if you would like to discuss any specific areas of focus moving forward or if there are any adjustments you wish to propose regarding our scope of work.

Thank you for your continued trust in our services. We are committed to delivering the highest quality support and expertise to [Client Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]