

Consultancy Contract Extension Notice

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, ZIP Code]

Dear [Consultant's Name],

We are pleased to inform you that your consultancy contract, originally set to expire on [Original Expiration Date], will be extended for an additional period of [Time Period of Extension]. This extension will be effective from [Start Date of Extension] to [End Date of Extension].

The terms and conditions of your existing contract will remain in effect during this extension period, and we appreciate your continued collaboration and valuable contributions to our team.

Please acknowledge your acceptance of this extension by signing below and returning a signed copy to us by [Response Deadline Date].

Thank you for your attention to this matter and your ongoing commitment to our goals.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]

Consultant's Signature: _____

Date: _____