

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

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally propose an extension of our consulting agreement dated [original agreement date], which is set to expire on [expiration date].

Given the successful collaboration we have had thus far, I believe it would be mutually beneficial to extend our agreement for an additional [duration of extension]. This extension would allow us to continue working towards our shared goals and ensure the completion of our ongoing projects.

Kindly confirm your acceptance of this extension by signing below:

[Your Name]
[Your Title]
[Company Name]

[Consultant's Name]
[Consultant's Title]

I look forward to your positive response.

Best regards,

[Your Name]