

Contract Extension Offer for Consultancy Services

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We hope this letter finds you well. We would like to take this opportunity to extend our sincere appreciation for the consultancy services you have provided to us during the term of your current contract.

We are pleased to offer you an extension of your consultancy services with [Company/Organization Name]. The new contract will commence on [Start Date] and will continue until [End Date], and will include the following terms:

- **Scope of Work:** [Brief description of work to be done]
- **Compensation:** [Payment terms and amount]
- **Working Hours:** [Expected hours of service]
- **Termination Clause:** [Details of termination terms]

Please acknowledge your acceptance of this extension by signing and returning a copy of this letter by [Response Due Date]. We look forward to continuing our collaboration and achieving great results together.

Thank you for your ongoing commitment and expertise.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Company/Organization Address]

[Contact Information]

Acceptance of Contract Extension:

I, [Consultant's Name], accept the terms of the contract extension as outlined above.

Signature: _____ Date: _____