

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Affirmation of Contract Extension Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally affirm our agreement regarding the extension of the terms of our existing contract, which is due to expire on [Current Contract Expiration Date].

As discussed, we have mutually agreed to extend the contract for an additional [number] months/years, with the following terms:

- Extended Term: [New End Date]
- Revised Compensation: [New Compensation Terms]
- Any additional clauses/conditions agreed upon

Please confirm your acceptance of these terms by signing below and returning a copy to me. I look forward to continuing our partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Recipient's Name]

[Date]