

Contract Extension Agreement

Date: [Insert Date]

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

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

Dear [Supplier Name],

We are pleased to inform you that we wish to extend our existing retail supplier contract dated [Original Contract Date]. The terms and conditions previously agreed upon will remain in effect, with the extension period being [Start Date of Extension] to [End Date of Extension].

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

Thank you for your continued partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company Name]

Accepted by:

[Supplier Name]
[Supplier Position]
[Supplier Company Name]
Date: _____