

DATE: [Insert Date]

FROM: [Your Name]

TO: [Recipient's Name]

SUBJECT: Confirmation of Service Agreement Extension

Dear [Recipient's Name],

We are pleased to confirm the extension of our service agreement originally dated [original agreement date]. This extension will commence on [start date of extension] and will continue until [end date of extension].

The terms and conditions as outlined in the original agreement will remain in effect throughout this extension period.

Please acknowledge your acceptance of this extension by signing and returning a copy of this letter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]