

Confirmation of Service Engagement Extension

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the extension of the service engagement between [Your Company/Organization] and [Recipient's Company/Organization]. This extension will be effective from [Start Date] to [End Date].

The terms and conditions of the engagement will remain the same as previously outlined in our agreement dated [Original Agreement Date].

Please sign and return a copy of this confirmation letter to signify your agreement to the extension.

Thank you for your continued partnership.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]
[Your Company/Organization]

Enclosure: [Include any attachments, if necessary]