

Contract Extension Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to formally propose an extension of our existing contract for [Services Provided] originally dated [Original Contract Date]. We value the positive working relationship we have developed and believe that extending our contract is beneficial for both parties.

We would like to propose the following terms for the extension:

1. Duration: [Proposed Extension Duration]
2. Scope of Services: [Outline any changes or reaffirm current services]
3. Compensation: [Detail proposed fees or adjustments]

Please let us know if you are in agreement with the proposed terms or if you would like to discuss any modifications. We are eager to continue our partnership and look forward to your prompt response.

Thank you for considering this extension. We anticipate your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]