

# Project Collaboration Agreement Extension

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to propose an extension of our existing collaboration agreement regarding [Project Name] that was originally established on [Original Agreement Date].

The purpose of this extension is to [briefly explain purpose, e.g., continue the mutual efforts and achievements, address upcoming phases, etc.]. We believe that this continued partnership will yield significant benefits for both parties.

We suggest extending the agreement until [New End Date] with the following amended terms: [list any amendments or adjustments].

We kindly ask you to review this proposal and let us know your thoughts at your earliest convenience. We are optimistic about this opportunity to further our collaboration.

Thank you for considering this extension. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]