

# Contract Renewal and Scope of Work Addition

Date: [Insert Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

Dear [Contractor Name],

We are pleased to inform you that we wish to renew our existing contract dated [Original Contract Date] for [Project/Service Description]. Your contributions have been invaluable, and we look forward to continued collaboration.

As part of this renewal, we would like to include an additional scope of work, which consists of the following:

- [Additional Task 1]
- [Additional Task 2]
- [Additional Task 3]

The revised contract will extend the duration of our agreement to [New End Date] and will include adjustments to the compensation as discussed.

Please review the proposed terms and confirm your acceptance by signing and returning a copy of this letter by [Response Deadline].

We appreciate your continued partnership and look forward to another successful period ahead.

Sincerely,

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

Accepted and agreed:

[Contractor Name]

\_\_\_\_\_  
Signature  
Date: \_\_\_\_\_