

# Notification of Supply Contract Extension

Date: [Insert Date]

To,

[Business Partner's Name]

[Business Partner's Address]

Dear [Business Partner's Contact Name],

We are pleased to inform you that we have decided to extend our supply contract dated [Original Contract Date] for an additional [Specify Duration]. This extension is based on our satisfactory collaboration and your consistent performance in supplying [Specify Goods/Services].

The new effective date of the contract extension will be from [Start Date of Extension] to [End Date of Extension]. All terms and conditions of the original agreement will remain unchanged unless otherwise specified in a subsequent amendment.

We appreciate your continued support and commitment to our partnership. Please acknowledge the receipt of this notification and confirm your acceptance of the contract extension by [Specify Deadline].

Thank you for your attention to this matter. We look forward to working together in the extended term.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]