

# Contract Extension Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your current contract with [Your Company] will be extended for an additional period of [Insert Duration], effective from [Insert Start Date] to [Insert End Date]. This extension allows us to continue the valuable services you provide in [Insert Service Area].

Please review the terms and conditions outlined in the previous contract, which will continue to apply during this extension period.

If you have any questions or need further clarification, feel free to reach out to me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]