

# Contract Extension Agreement

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

## **Subject: Contract Extension for [Project Name]**

Dear [Contractor's Name],

We are pleased to inform you that we would like to extend the contract for the [Project Name], originally dated [Original Contract Date], due to the need for additional time to complete the project successfully.

### **Terms of Extension:**

- **New Completion Date:** [Insert New Date]
- **Scope of Work:** [Brief description of the work to be completed]
- **Compensation:** [Terms of payment during the extension]

Please confirm your acceptance of this contract extension by signing and returning this letter by [Insert Deadline for Acceptance].

Thank you for your continued partnership and commitment to the successful completion of this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]