

# Contract Extension Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the extension of the contract between [Your Company] and [Recipient Company], dated [Original Contract Date]. We are pleased to confirm the agreement to extend the contract for an additional [duration] until [new end date].

Please feel free to reach out if you have any questions or need further information regarding the contract extension.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]