

Approval for Contract Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for the extension of the contract dated [Original Contract Date] has been reviewed and approved. The extension will be effective from [Start Date of Extension] to [End Date of Extension].

We appreciate your continued cooperation and performance during this period. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]