

# Contract Prolongation Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby confirm the prolongation of our existing contract, originally signed on [Original Contract Date], for an additional period of [New Duration]. The terms and conditions outlined in the original agreement will remain applicable.

This contract extension will commence on [Start Date of Extension] and will expire on [End Date of Extension].

Thank you for your continued collaboration. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]