

Contract Extension Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the extension of our current contract dated [Original Contract Date] for an additional term. The new expiration date will be [New Expiration Date]. All terms and conditions will remain unchanged, unless otherwise stated in the attached amendment.

Please sign and return a copy of this letter to indicate your acceptance of this contract extension.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]