

Contract Extension Validation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are writing to formally validate the extension of the contract [Contract Number/Title] between [Your Company Name] and [Recipient Company] signed on [Original Contract Date]. This letter serves to confirm that both parties have agreed to extend the contract's duration until [New End Date].

This extension underscores our commitment to continuing our collaborative efforts and achieving our mutual goals. Please find below the key terms of the extended contract:

- **New End Date:** [New End Date]
- **Scope of Work:** [Brief Description of Scope]
- **Payment Terms:** [Payment Details]

We kindly ask you to acknowledge this extension by signing and returning a copy of this letter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Recipient Name]

[Recipient Title]