

Contract Completion Extension Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the agreement regarding the extension of the contract completion date for [Contract Name/Description]. After our recent discussions, both parties have agreed to extend the completion date from [Original Completion Date] to [New Completion Date].

This extension allows for additional time to ensure that all deliverables meet our agreed standards and requirements.

Please acknowledge receipt of this letter and confirm your acceptance of the extension at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]