

Contract Extension Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to formally extend the terms of our existing contract dated [Original Contract Date], originally set to expire on [Original Expiration Date].

We agree to extend the contract for an additional period of [Duration of Extension], commencing on [Start Date of Extension] and concluding on [End Date of Extension]. All terms and conditions specified in the original contract shall remain in effect unless amended by mutual agreement.

Please indicate your agreement to this extension by signing below and returning a signed copy to my attention.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted:

<p._____

[Recipient Name]

[Recipient Title]

[Date]