

Agreement to Extend Contract Engagement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Agreement to Extend Contract Engagement

Dear [Recipient Name],

We are pleased to inform you that we wish to extend our contractual engagement with you for an additional period. In accordance with our previous agreement dated [Original Contract Date], we propose to extend the contract for [Specify Duration] effective from [New Start Date] to [New End Date].

All other terms and conditions outlined in the original contract shall remain in effect during this extension period.

Please indicate your acceptance of this extension by signing and returning a copy of this letter by [Response Deadline].

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Acceptance of Extension

I, [Recipient Name], hereby accept the terms of this extension agreement.

Signature: _____

Date: _____