

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the extension of our contract engagement dated [original contract date]. In recognition of our successful collaboration, we agree to extend the engagement for an additional [duration of extension] effective from [start date] to [end date].

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

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted by:

[Recipient Name] Date: _____