

Notice of Contract Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we have decided to extend the contract dated [Original Contract Date] for [Description of Services or Goods] between [Your Company Name] and [Recipient's Company Name].

The contract extension will be effective from [Start Date of Extension] to [End Date of Extension]. All terms and conditions outlined in the original contract will remain in effect during this extension period.

Please confirm your acceptance of this contract extension by signing and returning the attached copy of this notice by [Response Deadline].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]