

Written Agreement to Extend Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a written agreement to extend the contract titled "[Original Contract Title]" originally dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name].

We propose to extend the contract for an additional duration of [length of extension], with a new expiration date of [New Expiration Date]. All other terms and conditions of the original contract will remain in effect during the extension period.

We appreciate your collaboration and look forward to continuing our partnership. Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted by:

[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]
[Date]