

# Contract Extension Agreement

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:** [Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of our existing contract dated [Original Contract Date] regarding [Brief Description of the Contract].

We propose to extend the terms of the contract for an additional [Number of Months/Years] until [New End Date]. All other terms and conditions of the original contract will remain unchanged.

Please confirm your agreement to this extension by signing below and returning a copy to me by [Response Deadline].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]

**Agreed and Accepted:**

\_\_\_\_\_  
[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
Date: \_\_\_\_\_