

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Extension Notification

We are pleased to inform you that your contract for [specific service or position] has been reviewed and we would like to extend the terms of your contract. The extension will be effective from [start date] to [end date].

The terms and conditions of the original contract will remain unchanged, and we look forward to your continued contributions to our team.

Please sign and return a copy of this letter to confirm your acceptance of the contract extension by [response due date].

Thank you for your ongoing commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Enclosure: Copy of the Contract Extension Letter for Signature]