

Notice of Extension of Contract

Date:

To:

Subject: Extension of Contract

Dear ,

We are writing to officially inform you that the term of the contract between and dated for is being extended.

The new contract expiration date will be .

All other terms and conditions of the original contract will remain the same unless otherwise stated.

Please acknowledge your agreement to this contract extension by signing below and returning a copy to us.

(Signature & Name)

(Title)

(Date)

(Signature & Name)

(Title)

(Date)