

# 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)