

[Company Letterhead/Logo]

[Date]

[Contractor Name]

[Contractor Company Name]

[Address Line 1]

[Address Line 2]

**Subject: Notification of Contract Extension and Compliance Renewal Requirements**

Dear [Contractor Name],

We are pleased to inform you that [Company Name] has decided to extend your current contract for services. Your contract, originally set to expire on [Current Expiry Date], is hereby extended until [New Expiry Date].

As part of this extension process, and in accordance with our corporate governance policies, we require a formal renewal of your compliance documentation. Please provide updated copies of the following documents no later than [Deadline Date]:

- Updated Certificate of Insurance (General Liability/Professional Indemnity)
- Signed Annual Code of Conduct Acknowledgment
- Updated Tax Documentation (e.g., W-9 or equivalent)
- [Additional Required Document]

Please submit these documents via [Submission Method/Email Address].

All other terms and conditions of the original agreement dated [Original Start Date] remain in full force and effect. Please acknowledge your acceptance of this extension and the compliance requirements by signing below and returning a copy of this letter.

We look forward to our continued professional relationship.

Sincerely,

[Name]

[Title]

[Company Name]

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**Acknowledgment and Acceptance:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_