

Date: [Insert Date]

To: [Client or Stakeholder Name]

[Company Name]

[Address]

Subject: Extension Agreement for Final Phase of [Project Name]

Dear [Recipient Name],

This letter serves as a formal agreement to extend the timeline for the final phase of the project titled **[Project Name]**, originally scheduled for completion on [Original Completion Date].

Due to [briefly state reason, e.g., technical requirements / additional feedback / unforeseen delays], both parties agree to the following adjustments:

- **New Final Deadline:** [Insert New Date]
- **Revised Milestone Schedule:** [Insert brief details if applicable]
- **Budget Impact:** [State "No change" or "Additional cost of \$X"]

All other terms and conditions of the original contract dated [Original Contract Date] remain in full force and effect. This extension ensures that the final deliverables meet the quality standards required for project closure.

Please indicate your acceptance of this extension by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Agreed and Accepted by:

Signature: _____

Name: [Name of Client/Stakeholder]

Date: _____