

**Date:** [Insert Date]

**Contractor Name:** [Insert Contractor Name]

**Address:** [Insert Contractor Address]

**Subject: Mutual Agreement for Contract Extension**

Dear [Insert Contractor Name],

This letter serves as a formal agreement to extend the existing contract between **[Insert Company Name]** ("The Company") and **[Insert Contractor Name]** ("The Contractor"), originally dated **[Insert Original Contract Date]**.

Both parties hereby mutually agree to the following amendments:

- **Extension Period:** The contract is extended for a period of [Insert Number] months/weeks, starting from [Insert Start Date] and ending on [Insert End Date].
- **Compensation:** During this extension period, the compensation shall remain [Insert "as per the original agreement" OR specify new rate].
- **Terms and Conditions:** All other terms, conditions, and obligations set forth in the original contract shall remain in full force and effect.

Please indicate your acceptance of this extension by signing and returning a copy of this letter by [Insert Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Insert Contractor Name], agree to the terms of the contract extension as stated above.

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

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