

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Notice of Contract Extension and Pay Rate Adjustment

Dear [Contractor Name],

We are pleased to inform you that [Company Name] wishes to extend your current independent contractor agreement for the project: [Project Name/ID]. Your contributions have been highly valued, and we look forward to continuing our professional relationship.

The terms of the extension are as follows:

- **New Expiration Date:** Your contract is now extended through [New End Date].
- **New Pay Rate:** Effective [Date], your rate will be adjusted to \$[Amount] per [Hour/Project/Month].
- **Scope of Work:** All other terms and conditions of your original agreement dated [Original Start Date] remain in full force and effect.

Please review these updates. If you agree to the terms of this extension and pay adjustment, please sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Contractor Name], accept the extension of my contract and the adjusted pay rate as outlined above.

[Contractor Signature]

[Date]