

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Revised Scope of Work and Extension Agreement

Dear [Client Contact Name],

This letter serves as a formal amendment to the original agreement dated [Original Contract Date] between [Your Company Name] and [Client Name] regarding the project titled "[Project Name]".

Due to [Brief Reason for Change, e.g., additional feature requests/unforeseen technical requirements], it has been mutually agreed to revise the Scope of Work as follows:

1. Revised Deliverables:

- [New/Modified Task 1]
- [New/Modified Task 2]

2. Timeline Extension:

The original completion date of [Original Date] is hereby extended to [New Completion Date].

3. Adjusted Compensation:

In consideration of these changes, the project fee will be increased by \$[Amount], bringing the new total contract value to \$[Total Amount].

All other terms and conditions of the original agreement remain in full force and effect. Please indicate your acceptance of these revisions by signing below and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____