

Date: [Insert Date]

To: [Client/Company Name]

Attention: [Contact Person Name]

Address: [Street Address, City, State, Zip Code]

Subject: Short-Term Project Continuation Agreement

Dear [Contact Person Name],

This letter serves as a formal agreement to extend the professional services for the project titled "[Project Name]," originally scheduled to conclude on [Original End Date].

1. Extension Period:

Both parties agree to continue the project starting from [Start Date] through [New Completion Date].

2. Scope of Work:

The scope of work during this continuation period shall include:

- [Task 1]
- [Task 2]
- [Task 3]

3. Compensation:

For the duration of this extension, the fee for services is agreed upon as [Amount] to be paid via [Payment Method/Schedule].

4. Terms and Conditions:

All other terms, conditions, and confidentiality agreements set forth in the original contract dated [Original Contract Date] shall remain in full force and effect during this continuation period.

Please indicate your acceptance of this extension by signing below and returning a copy of this letter.

Sincerely,

[Your Name/Company Name]

[Your Title]

Accepted and Agreed:

Signature: _____

Name: [Print Name]

Title: [Print Title]

Date: [Date signed]