

[Date]

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

**RE: Extension of Service Agreement**

Dear [Contractor Name],

This letter serves as a formal amendment to the original Service Agreement dated [Original Contract Date] between [Company Name] ("Company") and [Contractor Name] ("Contractor").

The parties hereby agree to extend the term of the Agreement as follows:

- 1. Extension Period:** The Agreement is extended for an additional period of [Number] months/years, commencing on [Start Date of Extension] and expiring on [End Date of Extension].
- 2. Compensation:** During this extension period, the Contractor shall be compensated at the rate of [Amount/Rate], as previously agreed upon, unless otherwise specified here: [Note any changes to payment].
- 3. Terms and Conditions:** All other terms, conditions, and provisions of the original Agreement shall remain in full force and effect during this extension period.

Please indicate your acceptance of this extension by signing and returning a copy of this letter no later than [Deadline Date].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Accepted and Agreed:**

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[Contractor Signature]

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[Date]