

[Company Header/Logo]

[Date]

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

Subject: Notification of IT Consultancy Contract Extension

Dear [Contractor Name],

This letter serves as official notification that [Client Company Name] has approved the extension of your Information Technology consulting services contract, originally dated [Original Start Date].

The details of the extension are as follows:

- **Extension Period:** [Start Date] to [End Date]
- **Role/Project:** [Project Name or Job Title]
- **Rate:** [Agreed Hourly/Daily Rate]
- **Maximum Hours (if applicable):** [Number of Hours]

All other terms and conditions set forth in the original Master Services Agreement remains in full force and effect. This extension is subject to the continued performance standards and project requirements previously established.

Please acknowledge your acceptance of this extension by signing below and returning a copy to the Human Resources/Procurement department by [Deadline Date].

We look forward to your continued contribution to the team.

Sincerely,

[Authorized Signature]
[Name of Signatory]
[Title]
[Client Company Name]

Contractor Acceptance:

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

Signature: _____ Date: _____