

[Date]

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

Subject: Extension of IT Consulting Agreement

Dear [Contractor Name],

This letter serves as a formal amendment to the Information Technology Services Agreement dated [Original Start Date].

The current term of your contract is scheduled to expire on [Current Expiration Date]. We are pleased to inform you that [Company Name] wishes to extend your services for an additional final term.

The updated contract details are as follows:

- **New Termination Date:** [New End Date]
- **Project Scope:** [Specify IT Project or "No Change"]
- **Compensation:** [Specify Rate or "Remaining at current rate"]

All other terms and conditions outlined in the original agreement shall remain in full force and effect. Please note that this represents the final extension of the current engagement.

Please sign and return a copy of this letter to confirm your acceptance of this extension.

Sincerely,

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

**Acknowledgment:**

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[Contractor Signature]

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[Date]