

[Company Letterhead/Logo]

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

**Subject: Multi-Year Extension of Information Technology Services Agreement**

Dear [Contractor Name],

This letter serves as formal notification that [Company Name] wishes to exercise the option to extend your current Information Technology Consulting Agreement, originally dated [Original Start Date].

Based on your continued performance and our ongoing technical requirements, we are extending your services for a period of [Number] years. The new contract term will now conclude on [New End Date].

**Extension Terms:**

- **Extension Period:** [Start Date] to [New End Date]
- **Service Rate:** [Rate per Hour/Month] (as per the attached updated schedule)
- **Scope of Work:** Continuation of [Project Name/Support Services] as defined in the original Statement of Work.

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

Please acknowledge your acceptance of this multi-year extension by signing and returning a copy of this letter by [Deadline Date].

We look forward to your continued contribution to our IT infrastructure and upcoming projects.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]

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**Contractor Acceptance:**

I, [Contractor Name], hereby accept the terms of the multi-year extension as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_