

**Date:** [Insert Date]

**Contractor Name:** [Insert Contractor Name]

**Company Name:** [Insert Company Name]

**Address:** [Insert Address]

**Subject: Mutual Agreement to Extend IT Services Contract**

Dear [Insert Contact Name],

This letter serves as a formal amendment to the Information Technology Services Agreement dated [Insert Original Start Date] between [Insert Client Name] (the "Company") and [Insert Contractor Name] (the "Contractor").

By mutual agreement, both parties hereby agree to extend the duration of the current contract under the following terms:

- **Extension Period:** The contract is extended for an additional period of [Insert Number] months/weeks, beginning [Insert Extension Start Date] and ending on [Insert New End Date].
- **Scope of Work:** The Contractor will continue to provide IT services as defined in the original agreement [Optional: with the following modifications: Insert Changes].
- **Compensation:** Payment for services during this extension period shall remain at the current rate of [Insert Rate] unless otherwise specified here: [Insert New Rate if applicable].
- **Terms and Conditions:** All other terms, conditions, and obligations set forth in the original agreement shall remain in full force and effect.

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

Sincerely,

[Insert Name]

[Insert Title]

[Insert Client Company Name]

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**Accepted and Agreed:**

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

Name: [Insert Contractor Name]

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