

[Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

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

**RE: Notice of Contract Extension - [Project Name/Contract Number]**

Dear [Contractor Name],

This letter serves as formal notification that [Company Name] has elected to extend your service agreement, originally dated [Original Start Date].

This extension is granted based on your successful achievement of the performance milestones and Key Performance Indicators (KPIs) outlined in our initial agreement. Specifically, we acknowledge your performance regarding [Mention specific achievement or metric].

The terms of the extension are as follows:

- **Extension Period:** [Number] months/years
- **New Expiration Date:** [Date]
- **Revised Performance Targets:** [Optional: List new KPIs or state "As per original agreement"]
- **Compensation:** [State if rates remain the same or list new rates]

All other terms and conditions of the original contract shall remain in full force and effect. Please sign and return the attached copy of this letter to confirm your acceptance of this extension by [Deadline Date].

We look forward to continuing our successful partnership.

Sincerely,

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

**Acknowledgment:**

\_\_\_\_\_  
[Contractor Signature]  
Date: \_\_\_\_\_