

[Date]

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

Subject: Extension of Contract and Revision of Hourly Rate

Dear [Contractor Name],

We are pleased to inform you that [Company Name] would like to extend your current independent contractor agreement. Your performance has been a valuable asset to our team, and we look forward to continuing our professional relationship.

1. Contract Extension:

Your contract, which was originally scheduled to end on [Original End Date], is hereby extended until [New End Date].

2. Rate Revision:

Effective from [Effective Date], your hourly/project rate will be adjusted from [Old Rate] to [New Rate]. All other terms and conditions of your original agreement remain in full force and effect.

Please indicate your acceptance of this extension and rate revision by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

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

Acceptance:

I, [Contractor Name], accept the contract extension and the revised rate as outlined above.

Signature: _____ Date: _____