

[Date]

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

Subject: Notice of Extension for IT Services Contract

Dear [Contractor Name],

This letter serves as formal notification regarding the extension of your Information Technology services contract with [Company Name], originally dated [Original Start Date].

In accordance with the rolling renewal provisions set forth in the agreement, [Company Name] wishes to extend the term of your services for an additional period of [Number] months/years.

Extension Period:

New Commencement Date: [Date]

New Expiration Date: [Date]

All other terms, conditions, and pricing structures outlined in the original contract and any subsequent amendments shall remain in full force and effect during this extension period.

Please acknowledge your receipt of this notice and your agreement to the extension by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

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

Acknowledgment:

[Contractor Signature]

[Date]