

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

**Subject: Notice of Scope Update and Contract Extension**

Dear [Contractor Name],

This letter serves as formal notification regarding an update to your current project scope and the extension of your contract with [Your Company Name].

**1. Scope of Work Update**

The following tasks and deliverables have been added to your current responsibilities:

- [Task/Deliverable 1]
- [Task/Deliverable 2]
- [Task/Deliverable 3]

**2. Contract Extension**

To accommodate these updates, your contract period, originally set to expire on [Original End Date], is hereby extended to [New End Date].

**3. Compensation**

In consideration of the revised scope, your compensation will be adjusted as follows:

[Insert Payment Terms, e.g., "The fixed fee will increase by \$X" or "Hourly billing remains unchanged at \$X per hour"].

All other terms and conditions of the original agreement dated [Original Contract Date] remain in full force and effect.

Please sign and return a copy of this letter to indicate your acceptance of these changes.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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**Acknowledgment and Acceptance:**

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