

Date: [Date]

To: [Contractor Name]
[Contractor Address]

Subject: Extension of Short-Term Project Contract

Dear [Contractor Name],

This letter serves as a formal amendment to your original contract dated [Original Start Date] for the project titled "[Project Name]".

Due to [Reason for Extension], we would like to extend your services. The new project completion date is now set for [New End Date].

All other terms and conditions outlined in the original agreement, including payment rates and confidentiality clauses, will remain in full force and effect during this extension period.

Please sign below to indicate your acceptance of this extension and return a copy to us by [Deadline Date].

Sincerely,

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

Contractor Acceptance:

Signature: _____

Date: _____