

[Company Name]  
[Department Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Contractor Name]  
[Contractor Agency Name, if applicable]  
[Contractor Address]  
[City, State, Zip Code]

**Subject: Extension of IT Consulting Services Agreement**

Dear [Contractor Name],

This letter serves as formal notification that [Company Name] wishes to extend your current Information Technology consulting contract, originally dated [Original Contract Start Date], for the role of [Job Title/Project Role].

The terms of the extension are as follows:

- **Extension Period:** From [New Start Date] to [New End Date].
- **Compensation:** The hourly/daily rate remains at [Rate], not to exceed a total budget of [Maximum Amount] for this period.
- **Scope of Work:** All duties and deliverables defined in the original Statement of Work (SOW) remain in effect, with the following additions: [Insert New Tasks or "No Changes"].

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

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

Sincerely,

[Signature]  
[Name of Manager/Executive]  
[Title]

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**Acceptance:**

I, [Contractor Name], agree to the extension of my contract as outlined above.

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