

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Company Address]

**Subject: Renewal of Executive Interim Professional Services**

Dear [Client Name],

This letter serves as a formal agreement to renew the interim professional services provided by [Interim Executive Name] to [Company Name], originally commenced on [Original Start Date].

Both parties agree to extend the current engagement under the following terms:

- **Extension Period:** The services will be extended from [Current End Date] to [New End Date].
- **Scope of Work:** The scope remains as defined in the original agreement, with the following additions: [Optional: List new responsibilities or "No changes"].
- **Compensation:** The professional fee for this period shall be [Rate] per [Hour/Day/Month].
- **Notice Period:** Either party may terminate this extension by providing [Number] days' written notice.

All other terms and conditions outlined in the initial Professional Services Agreement dated [Date of Original Contract] remain in full force and effect.

Please acknowledge your acceptance of this renewal by signing below and returning a copy of this letter.

Sincerely,

[Your Name/Firm Representative]  
[Title]  
[Company Name]

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**Accepted and Agreed:**

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

Name: [Client Name]

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