

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

[Date]

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

RE: Extension of Interim Management Services Agreement

Dear [Name of Interim Manager],

This letter serves as a formal amendment to the Interim Management Services Agreement dated [Original Start Date] between [Company Name] and [Contractor Name].

The current agreement is scheduled to expire on [Current End Date]. We would like to formally extend the term of your services as [Job Title/Role] under the following updated terms:

- **Extension Period:** The contract is extended for an additional period of [Number] months/weeks, ending on [New End Date].
- **Compensation:** [State if the rate remains the same or specify new rate].
- **Notice Period:** [State any changes to the termination notice period, if applicable].

All other terms and conditions of the original agreement shall remain in full force and effect.

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

We look forward to your continued contribution to the team.

Sincerely,

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

Acknowledgment and Acceptance:

Signed: _____
[Name of Interim Manager]

Date: _____