

[Recruitment Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Notice of Contract Extension - [Job Title / Project Name]**

Dear [Contractor Name],

On behalf of [Recruitment Agency Name], I am pleased to inform you that our client, [Client Company Name], has requested to extend your current executive consulting agreement.

The details of your contract renewal are as follows:

- **New End Date:** [Date]
- **Extension Period:** [Number] Months
- **Remuneration:** [Rate] per [Hour/Day] (Remains unchanged)
- **Reporting Manager:** [Manager Name]

All other terms and conditions outlined in your original agreement dated [Original Start Date] will remain in full force and effect during this extension period.

Please confirm your acceptance of this renewal by signing below and returning a copy to us by [Deadline Date].

We appreciate your continued partnership and the high level of expertise you bring to our client's operations.

Sincerely,

[Your Name]  
[Your Title]  
[Recruitment Agency Name]

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**Contractor Acceptance:**

I, [Contractor Name], accept the extension of my contract as detailed above.

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