

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Notice of Temporary Extension and Master Contract Renewal

Dear [Recipient Name],

This letter serves as formal notification regarding the Master Service Agreement (the "Contract") between [Your Company Name] and [Recipient Company Name], originally dated [Original Start Date], which is currently set to expire on [Current Expiration Date].

1. Temporary Extension

To ensure continuity of services while final administrative updates are processed, both parties agree to a temporary extension of the existing terms. This extension shall be effective from [Current Expiration Date] and will remain in effect until [New Temporary End Date].

2. Master Contract Renewal

Furthermore, we are pleased to confirm the formal renewal of the Master Contract. The renewed term will commence on [Renewal Start Date] and continue until [Renewal End Date]. All existing terms, conditions, and pricing shall remain in full force and effect unless otherwise modified in writing and signed by both parties.

Please acknowledge your receipt and acceptance of this extension and renewal by signing below and returning a copy to our office by [Deadline Date].

We value our partnership and look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____

Print Name: _____

Date: _____