

[Current Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Person Name],

Subject: Renewal of Remote Services Contract for [Worker Name]

This letter serves as a formal proposal to renew the remote services contract for [Worker Name], currently placed with [Client Company Name]. The existing agreement is scheduled to conclude on [Original End Date].

Based on the successful collaboration over the past [Duration], we propose extending this engagement under the following terms:

- **Extension Period:** [Start Date] to [New End Date]
- **Role:** [Job Title]
- **Remote Work Status:** Fully Remote
- **Updated Rate (if applicable):** [Rate/Fee]

All other terms and conditions of the original agreement dated [Original Contract Date] will remain in full force and effect. Attached to this letter is the updated Addendum for your review and signature.

We value our partnership with [Client Company Name] and look forward to continuing our support of your team's objectives. Please return a signed copy of the attachment by [Deadline Date] to ensure no interruption in service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]