

Contract extension for existing consultant

Subject: Consultant Contract Renewal - [Current Project/Role]

Dear [Consultant Name],

Your contributions as our consultant have been exceptional, and we are pleased to offer a renewal of your consulting contract for an additional [period]. Your expertise has proven invaluable to our [project/department] success.

Renewal Terms:

- Extended contract period: [new dates]
- Updated compensation: [revised rate if applicable]
- Modified scope (if any): [changes to responsibilities]
- New deliverables or objectives: [additions]

Based on your outstanding performance, we have also included [any improvements/bonuses] in the renewed terms. Your deep understanding of our organization and proven results make you an essential part of our continued success.

Please confirm your acceptance of this renewal by [date] so we can process the updated contract without interruption to your current work.

Thank you for your continued excellence.

Warmly,

[Name]

[Title]

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