

Side Letter Agreement for Extension of Deadlines

Subject: Extension of Deadlines through Side Letter Agreement

Dear [Recipient's Name],

This Side Letter Agreement acknowledges and confirms the mutual agreement to extend certain deadlines specified in the contract signed on [insert date].

The following changes have been agreed upon:

- Original Deadline: [insert date]
- New Deadline: [insert date]
- Conditions for extension: [insert conditions]

All other obligations remain in force and are unaffected by this extension. Both parties agree that this adjustment is reasonable and necessary under the circumstances.

Please sign and return a copy of this letter to formalize the agreement.

Best regards,

[Your Name]

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