[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**Contract Amendment: Extension of Term**

Dear [NAME OF ADDRESSEE],

1. We refer to the agreement between you and us for [*INSERT DESCRIPTION OF AGREEMENT*], dated [DATE] as amended from time to time (the “**Agreement**”).
2. The Agreement is currently set to expire on [DATE]. The parties wish to extend the term of the Agreement so that it will now expire on [DATE] [and to make certain other changes to the Agreement]. Accordingly, the Agreement is amended as outlined in Section 4, effective from the date on which the last party signs this amendment letter (the “**Variation Date**”).
3. Expressions defined in the Agreement and used in this amendment letter shall have the same meaning as set forth in the Agreement, unless otherwise defined herein.
4. With effect from the Variation Date, the parties agree to the following amendments to the Agreement:
   1. In clause [NUMBER], [the date “[CURRENT EXPIRY DATE]” is deleted and replaced with “[NEW EXPIRY DATE]”.
   2. Clause [NUMBER] is deleted in its entirety and replaced with: "[*INSERT DETAILS*]".
5. Except as expressly set out in Section 4, the Agreement shall remain in full force and effect.
6. In the event of any conflict between the terms of the Agreement and this amendment letter, the terms of this amendment letter shall prevail.
7. This amendment letter, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it, its subject matter, or its formation, shall be governed by and construed in accordance with the laws of [*INSERT STATE GOVERNING THE ORIGINAL AGREEMENT*] and shall be subject to the exclusive jurisdiction of the courts of [*INSERT STATE]*
8. Please sign and return a copy of this amendment letter to confirm your agreement to the variation of the Agreement.

Yours sincerely,

……………………………………………………….

For and on behalf of [Party 1]

[PARTY 2] agrees to the variation of the Agreement with effect from the Variation Date on the terms set out above.

Signed: ……………………………………………………….

For and on behalf of [Party 2]

Date: ……………………………………………..