

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip Code]

Subject: Extension of Placement for [Candidate Name]

Dear [Client Contact Name],

This letter serves as a formal agreement to extend the temporary placement of [Candidate Name] at [Client Company].

The current placement, which was scheduled to end on [Original End Date], will now be extended under the following terms:

- **Extension Period:** From [Start Date of Extension] to [New End Date]
- **Position Title:** [Job Title]
- **Bill Rate:** [Rate Amount] per [Hour/Day]
- **Work Schedule:** [Hours per week/Shift details]

All other terms and conditions outlined in the original agreement dated [Original Contract Date] shall remain in full force and effect during this extension period.

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

Sincerely,

[Your Name]
[Your Title]
[Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____