

[Date]

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

Subject: Extension of Staffing Campaign - [Campaign Name/Reference Number]

Dear [Client Contact Person Name],

This letter serves as a formal agreement to extend the current staffing campaign for [Project Name/Position Type], originally scheduled to conclude on [Original End Date].

Based on our recent discussions and the ongoing requirements for [Reason for Extension, e.g., additional hiring needs or project timeline shift], both parties agree to the following terms:

- **New Campaign End Date:** [New End Date]
- **Authorized Headcount:** [Number of Staff]
- **Service Fees:** [Remaining as per original agreement / Adjusted to New Rate]

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

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

We look forward to continuing our partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____

Name: [Client Representative Name]

Date: _____