

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Update Regarding Contract Extension for [Project Name/Contract Number]

Dear [Recipient Name],

I am writing to provide you with an update regarding the extension of our current contract, which is scheduled to expire on [Current Expiry Date].

We have submitted the formal request for a contract extension to the client. At this stage, the proposal is currently undergoing their internal review and final approval process. We are maintaining regular communication with their procurement department to ensure all necessary documentation is provided.

Please be assured that we are doing everything possible to expedite this process. We expect to receive a definitive response by [Expected Date]. In the meantime, we remain committed to maintaining the current level of service and project continuity.

We will notify you immediately once the official approval has been granted and the signed documents are received. If you have any questions regarding the current status, please feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your continued patience and cooperation.

Sincerely,

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