

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Status Update on Contract Extension for [Project Name/Contract ID]

Dear [Contractor Name],

This letter is to inform you regarding the current status of your contract extension for the project [Project Name], which is currently scheduled to expire on [Current Expiry Date].

We have submitted a formal request for an extension of your services until [Proposed New End Date]. At this time, the request is pending final approval from the client. We are working closely with their procurement team to finalize the authorization.

Please continue your work as scheduled under the existing terms until the current expiration date. We anticipate receiving a final decision by [Expected Date of Response]. Once approval is confirmed, we will provide you with the formal amendment documentation for signature.

Thank you for your continued hard work and patience during this administrative process. If you have any immediate questions, please contact [Point of Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]