

Subject: Notice of Pending Client Approval for Contract Extension - [Project Name/Contract Number]

Dear [Recipient Name],

This letter is to formally notify you regarding the status of the contract extension for [Project Name/Contract Number], which is currently set to expire on [Current Expiration Date].

We have submitted the formal proposal for an extension to the client. At this time, the request is pending final administrative approval. We are in active communication with the client's procurement department and expect a formal decision by [Expected Date].

Please continue with all scheduled tasks under the current scope of work until further notice. We will provide an immediate update as soon as the signed extension agreement is received.

Should you have any questions regarding the current timeline or pending status, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your continued patience and cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]