

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

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

Dear [Client Contact Name],

This letter serves as a formal reminder regarding the upcoming expiration of our current agreement, [Contract Name/Number], which is scheduled to conclude on [Current Expiration Date].

As discussed, we have proposed an extension to continue our services through [Proposed New End Date]. We are currently awaiting your final signature and approval on the extension document sent to you on [Date Document Was Sent].

To ensure there is no disruption in service or project momentum, we kindly request that you review and return the signed document by [Deadline Date].

If you have any questions regarding the terms or require any adjustments to the extension agreement, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to proceeding with our collaboration.

Sincerely,

[Your Name]
[Your Title]