

[Your Name/Company Name]  
[Your Address]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]

**Subject: Pending Confirmation for Assignment Extension - [Project Name/Reference Number]**

Dear [Client Name],

I am writing to follow up on our recent discussion regarding the extension of the current assignment for [Project Name], which is currently scheduled to conclude on [Original End Date].

As per our conversation, we proposed extending the project duration until [New Proposed End Date] to accommodate [mention reason, e.g., additional deliverables/scope changes].

We are currently awaiting your formal confirmation to proceed with this extension. To ensure continuity of service and to maintain the project timeline, please provide your approval or a signed copy of the extension agreement by [Deadline Date].

If there are any further details you require or if you would like to discuss the terms of the extension again, please let me know at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]