

[Date]

[Agency Contact Name]  
[Recruitment Agency Name]  
[Agency Address]

**Subject: Notification of Contract Extension Pending Final Approval - [Candidate Name]**

Dear [Agency Contact Name],

This letter serves to inform you that we intend to extend the contract for [Candidate Name], who is currently placed as [Job Title] at [Company Name].

The proposed extension period is from [Current End Date] to [New End Date].

Please be advised that while the department has requested this extension, it is currently pending final administrative and budgetary approval. We are working to finalize the paperwork as quickly as possible.

We anticipate receiving formal authorization by [Date]. We will notify you immediately once the official extension agreement is ready for signature.

Thank you for your continued partnership.

Sincerely,

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