

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Status Update on Pending Contract Extension for [Contract Reference/Number]

Dear [Recipient Name],

I am writing to provide you with a brief update regarding the pending extension of our contract, which is currently set to expire on [Current Expiration Date].

Please be advised that the extension request is currently [state current stage, e.g., undergoing internal legal review / awaiting final budgetary approval]. We are working to finalize the documentation and expect to have an update for you by [Expected Date].

In the meantime, our operations will continue as normal under the terms of the existing agreement. We remain committed to our partnership and appreciate your patience during this administrative process.

If you have any questions or require additional information, please do not hesitate to reach out to me directly.

Sincerely,

[Your Signature]

[Your Printed Name]