

# Notification of Service Extension

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your services with [Agency Name] have been extended. This decision has been made in consideration of your ongoing needs and our commitment to providing you with the necessary support.

Your services will now continue until [New End Date]. We encourage you to reach out to your caseworker at [Caseworker's Name/Contact Information] for any questions or further assistance regarding your services.

Thank you for your continued engagement with our agency. We look forward to supporting you during this extended period.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]