

Confirmation of Project Extension Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the extension of the agreement regarding the [Project Name] project, originally set to conclude on [Original End Date]. Based on our recent discussions, we have agreed to extend the project timeline to [New End Date].

This extension will allow us to [brief explanation of the reason for the extension and expected outcomes]. We appreciate your cooperation and support in this matter.

Please let us know if you require any further details or documentation. We look forward to continuing our collaboration on this meaningful initiative.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]