

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Extension of Staging Services for [Property Address]

Dear [Client Name],

I am writing to formally request an extension for the professional staging currently installed at [Property Address]. As per our initial agreement, the staging period is scheduled to conclude on [Original End Date].

Due to [Reason for Extension, e.g., current market activity / upcoming open houses / pending offer negotiations], I believe it is in the best interest of the property's presentation to maintain the current setup. Quality staging remains a critical factor in securing the highest possible valuation and attracting serious buyers.

I am proposing an extension of the staging contract for an additional [Number] days, moving the new removal date to [New Proposed Date].

The fee for this extension period will be [Amount]. Please review the following terms:

- Extension Period: [Start Date] to [End Date]
- Total Extension Cost: [Amount]
- Payment Due Date: [Date]

Please indicate your approval of this extension by signing below or replying to this email with your confirmation. We will continue to ensure the property remains in show-ready condition during this period.

Thank you for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Authorization:

I, [Client Name], authorize the extension of staging services as outlined above.

Signature: _____ Date: _____