State of Delaware

Executive Department

Office of Management and Budget

Government Support Services – Contracting

100 Enterprise Place, Suite # 4

Dover, DE 19904-8202

 Insert Date

Insert Address

Dear Insert Name (Mr. Smith):

 The Special Provisions of Contract No. Insert Contract Number and Name, provides that the term of the contract may be extended by mutual consent. Government Support Services would like to exercise that option and extend the contract for a period of one year under the same terms and conditions. The contract would then continue to be effective through Insert Date.

 Please sign both copies enclosed indicating your acceptance and return both letters and the bond renewal to me by Insert Date. An executed copy will be returned for your records.

 We appreciate your cooperation and look forward to hearing from you. Should you have any questions, please do not hesitate to contact me.

 Sincerely,

 Insert State Contract Officer Name

 State Contract Procurement Officer

Vendor – Signature State Contract Procurement Administrator

Vendor Name/ Title Date:

Vendor Company Name – Print

Date:

S:\Insert Contract Number EXTENSION 1YEAR-BOND RENEWAL