Insert Date

Insert Vendor Name

Insert Vendor Address

Dear Insert Vendor Name (Mr. Smith):

The Special Provisions of Contract No. Insert Contract Number and Contract Name provides that the term of the contract may be extended by mutual consent. Insert Agency Name would like to exercise that option and extend the contract with name of vendor for a period of one year under the same pricing, 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 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 Name

Insert Title

Vendor – Signature Name of Person signing contract – Signature

Insert Title

Insert Agency Name

Vendor Name/ Title Date:

Vendor Company Name – Print

Date:

MERGE\EX1