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|  | Charnwood Borough Council Southfield Road Loughborough Leicestershire LE11 2TNTel: 01509 xxxxxxEmail: xxxxxxxxxxxxxxxx |
| Thursday, 22 August 2019 |

Dear Sir/Madam

**Quotation/Tender Title xxxxxxxxx**

**Period of Contract: xxx years with option to extend for a period of xxx further months.**

Please accept this letter as confirmation that Charnwood Borough Council would like to exercise the option to extend the above contract for a period of xx months, therefore the contract will end on the (xxxxxxxxx).

[Buyer insert any further instruction/agreement terms as required]

We would like to take this opportunity to thank you for the service your organisation continues to provide for this contract.

Should you have any queries relating to this letter, please do not hesitate to contact me on Tel:xxxxxxx/email:xxxxxxx

Yours sincerely

# Name

Job title