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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 will not be exercising the option to extend the above contract. Therefore the contract will terminate at the end of the initial contract term on the (Insert contract enddate).

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

We would like to take this opportunity to thank you for the service your organisation has provided and continues to provide for the duration of this contract. We also hope that your organisation will consider applying for future contract opportunities with the Council.

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