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|  | Charnwood Borough Council  Southfield Road  Loughborough  Leicestershire  LE11 2TN  Tel: 01509 xxxxxx  Email: 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