|  |
| --- |
| Name Surname Position Organisation Address SUBURB STATE Postcode |

Via email: [Email Address - Delete if not required]

Dear [First Name]

### Contract [Contract Number] – [Contract Name]

NSW Procurement would like to thank your company for its continual commitment and support of the NSW Government.

Contract [Contract Number] is due to expire on [Contract End Long Date].

The Executive Director, NSW Procurement, Department of Finance, Services & Innovation has exercised their authority under section 177 of the *Public Works and Procurement Act 1912* to extend Contract [Contract Number] up to [New Contract End Long Date]. Existing contractual terms and conditions will continue to apply during the extension period.

Please acknowledge receipt of this letter by way of signing the attached acknowledgement and email to [email address] by close of business [Long Date].

If you would like to discuss this, please contact me on [Phone Number] or email [first.second@finance.nsw.gov.au].

I look forward to receiving your response by close of business by [Long Date].

Yours sincerely

Name Surname  
Title, Business Unit

Extension of Contract

[Contract Number]

[Contract Name]

Extended to [New Contract End Long Date]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being an authorised representative of  
 (Print Name)

[Supplier Name], a party to the above contract, herby AGREE / DO NOT AGREE (circle one) to the extension of the contract arrangement for a period of up to [X months or X years] to [New Contract End Long Date] under the existing terms and conditions of Contract [Contract Number].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_