*[Goods and Services procurement templates - Letter - Decline extension option]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

# Head Agreement/Customer Contract Number [Number] for [Details as per title of Head Agreement/Customer Contract]

The above Head Agreement/Customer Contract is due to expire on [Day Month Year].

The [State Agency name] wish to advise that they do not wish to take up the [first/second…] extension option on the above Head Agreement/Customer Contract, therefore the Head Agreement/Customer Contract will cease on [Day Month Year].

The [State Agency name] wish to thank you for your service to the above Head Agreement/Customer Contract.

If you have any queries please contact [name of contract manager], telephone (08) [phone number].

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]*