[Goods and Services procurement templates - Letter - Exercise extension option.]

[Note: State agencies **must** not extend the scope or duration of Contracts with debarred or suspended Contractors as identified under the [Western Australian Debarment Regime](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies). Refer to the [Excluded Suppliers](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) page on Tenders WA for more information. If a Contractor is debarred or suspended, refer to the [Debarment Regime: Guide for Western Australian Government agencies](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies) – [Contracts with excluded suppliers and subcontractors](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) section for further information.]

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]

[Name]

[Position]

[Organisation]

[Address]

[Suburb State Postcode]

Dear [Name]

# Exercise of Extension Option

# 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].

Under the original terms and conditions, provision was made for [number of options] extension options, each for a further [number] month/year period.

The first [number], [number]-month/year option[s] has/have already been exercised. *[If first option delete this sentence]*

The [State Agency name] hereby exercises the [first/second…] option to extend the Head Agreement/Customer Contract. The new expiry date is [Day Month Year].

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]*