[Goods and Services procurement templates - Letter - Extension Past the Final Expiry Date]

[This letter should be sent to the contractor to execute a formal extension of a contract beyond its final expiry date, but only after the State Agency’s Authorised Officer has approved a variation. Refer to the Western Australian Procurement Rules for requirements for extending contracts. This letter must be received by the Contractor **prior to expiry of the existing contract** in order to extend the contract.]

[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]

# Extension Past the Final Expiry Date

# 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] and there are no further extension options.

As per our recent discussions, the [State Agency name] wishes to extend this Head Agreement/Customer Contract beyond its original Term for a period of [number] months.

In an email/letter dated [Day Month Year], you/[sender full name] advised that [contractor organisation name] is willing to extend the Head Agreement/Customer Contract for this period, with all other terms and conditions of the existing Head Agreement/Customer Contract remaining unaltered.

Therefore, the [State Agency name] hereby extends Head Agreement/Customer Contract number [number] for [details as per title of Head Agreement/Customer Contract] for a period of [number] months. The new expiry date is now [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]*