Insert Date

Insert Vendor Name and Address

Dear Insert Vendor Name (Mr. Smith):

 It has become necessary for the State of Delaware, Insert Agency Name to exercise the option of extending Contract No. Insert Contract Number and Name for an additional one (1) month period, as stated in Section B, Item No. 10 (ITB)/ Section A, Item No. 7 (RFP) – select one then remove all red text, "this contract may be extended for a period up to three months". This contract will now remain in effect until Insert Date under the same terms and conditions.

 If you have any questions, please do not hesitate to contact me at Insert Phone Number and Email Address.

 Sincerely,

 Insert Name

 Insert Title