

25. CONTRACT RENEWAL LETTER
BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA



OFFICE OF PURCHASING

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CLAUDIA SIMMONS

Purchasing Manager

DATE

(Contact Name)

(Company Name)

(Company Address)

(City, State, Zip)

**Re: CONTRACT RENEWAL Specification (PD XX-XX.XXX) "Name of Specification/
Contract"**

Dear Ms/Mr. _____:

The current awarded period on above referenced contract is due to expire **(DATE)**. There is a provision for an extension in this contract. I am inquiring to see if you would be interested in extending the contract, noted above, for an additional **(PERIOD OF TIME)**.

Please annotate on the bottom of this letter, with your signature and date, as to whether you are interested or not extending the contract for **(PERIOD OF TIME)**. I will need the signed letter returned by mail or fax, not later than the **(TIME/DAY/DATE)**.

If you have any questions, please feel free to call **Name of Purchasing Agent, Phone Number, Fax Number**.

Sincerely,

(PURCHASING AGENT NAME)

(TITLE)

I want to extend the current contract **(PD XX-XX.XXX)**, for an additional **(PERIOD OF TIME)** at the same terms and conditions.

_____ Yes _____ No _____
Signature Date

Printed Name of Signer

Title of Signer

Comments: _____

