

[Print or type name and address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Extension of term of Agreement

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, the terms of <<insert brief description of Agreement>> (the "Agreement") are set out in Clause 1, by virtue of [sub-]Clause 1.1 of the Agreement, <<insert name of Party 1>> [is] OR [am] entitled to extend the term of the Agreement by <<insert term>>.

This letter serves as notice to <<insert name of Party 2>>, of [our] OR [my] desire that the current term of the Agreement, from <<insert start date>> to <<insert end date>>, be extended for a further period of <<insert term>>, from <<insert end date>>. All other provisions of the Agreement are to remain in force, subject to any agreement to the contrary between <<insert name of Party 2>> and <<insert name of Party 1>>.

Please sign and return the enclosed copy of this letter to <<insert name of Party 1>> to [us] OR [me] to acknowledge receipt and to confirm the extension of the term of the Agreement.

Yours sincerely,

<<Name & Title>>

[For and on behalf of <<insert name of Party 1>>]