[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: Option to Extend Agreement**

Dear [CONTACT],

Our contract for [TYPE OF SERVICES OR PRODUCT] provides an optional renewal for a term of [LENGTH OF TERM] by notice given [DAYS] prior to [DATE].

We have elected to renew the agreement through [DATE].

We appreciate your assistance with our business in the past and look forward to working together in the future.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]