\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hamilton County School District

5683 US Highway 129 South, Ste 1

Jasper, FL 32052

**RE: One-Year Renewal of Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to verify my intent to exercise the \_\_\_\_\_\_\_ (1st or 2nd) option to renew the contract referenced above for the 20\_\_-20\_\_ school year. I do not wish to make any changes to the terms, prices, or conditions (modify as appropriate). I look forward to working with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Authorized Representative Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Authorized Signature