AGENCY LETTERHEAD

(Date)

Mr. John Doe
John Doe Co., Inc.
1234 Jones Drive
Albany, NY 12345-4567

Re: Purchase Agreement: PA00123

Dear Mr. Doe:

The initial period of the Purchase Agreement between your company and the (agency name) is due to expire on July 31, 2010. The (agency name) would like to extend that agreement for six (6) additional months (or whatever period agency has specified) as noted in the original agreement (paragraph titled "Contract Period"). All terms and conditions of the agreement would remain the same.

If you are in agreement, please sign below indicating your acceptance of the renewal. I have enclosed three (3) copies of this letter. Please sign and return the original and one (1) copy. The third copy is for your records.

As always, thank you for your cooperation. If you have any questions, please feel free to call me at (agency contact phone number).

Very truly yours,
(Agency Contact Name)
(Title)

I agree to the extension of Purchase Authorization Agreement PA00123 for a period of (period), beginning (beginning date) and ending (ending date). All terms and conditions of the original agreement will remain the same.

_____ _____

(Company designee and title) Date (Agency designee and title) Date

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APPROVED: _____, 20_
FOR THE STATE COMPTROLLER, BY: _____

SAMPLE - TO BE USED FOR FORMAT ONLY