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Letter to extend or renew a contract template

**<<Print on Customer/Principal letterhead>>**

Dear <<Supplier contact name>>

**<<Extension/Renewal>> of <<Contract title and reference number>>**

This letter confirms the <<extension/renewal>> of the Contract on the terms set out below.

# General information

| No. | Topic | Details |
| --- | --- | --- |
|  | **Customer/Principal** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Supplier** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Contract** | Contract title: <<insert>>Contract reference number: <<insert>> |

# Contract <<extension/renewal>>

<<Customer to set out the term of the extension/renewal. Select from the options below.>>

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| Example 1 – Customer wants to enter into a new ContractThe parties agree to enter into a new contract for a period of <<X years/months>> effective from <<insert start date for renewed Contract>>.The terms and conditions of the renewed contract are attached. <<Customer must attach a copy of the new contract in full (e.g. Contract Details and attach or refer to applicable terms and conditions)>>. If the Supplier agrees, please sign and return the attached contract to <<name>> by email to <<email address>> in a scanned format.If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>Yours sincerely<<Customer/Principal signature block>> |

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| <<Example 2 – Customer is exercising an extension option in the Contract (and Supplier does not have to sign/agree to extension>>The Customer gives notice that it wishes to exercise the option to extend the term of the Contract for <<X years/months>> to <<insert new date where contract is due to expire>>, in accordance with clause <<insert clause no. where extension option appears in the Contract>> of the Contract.If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>Yours sincerely<<Customer/Principal signature block>> |

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| <<Example 3 – Customer wants to extend the Contract where there is no extension option, or for a period that is different to extension options in the Contract.>>In consideration of the parties’ mutual promises and for other good and valuable consideration, the parties agree to vary the Contract as follows:1. The parties agree to extend the term of the Contract for <<X years/months>> to <<insert new date where contract is due to expire>>.

<<If there are no other changes to the terms and conditions then insert: “All other terms and conditions of the Contract remain unchanged.”>><<If there are other amendments to the Contract that apply to the extended term, then insert: 1. The following amendments to the terms and conditions of the Contract apply to the period of the Contract extension:

<<Example 1 - “*Clause [no.] is deleted and replaced with the following*:  [insert new clause]” >><<Example 2 – “*Clause [no.] is amended as follows*:  [insert existing clause showing changes. Underline new text. ~~Strikethrough~~ deleted text]>><<Example 3 – “*Insert new clause [no.] as follows*:  [insert new clause]>><<Example 4 - Insert a table setting out the amendments>>AcknowledgmentIf the Supplier agrees to the Contract extension, please sign below and return it to <<name>> by email to <<email address>> in a scanned format.If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>Yours sincerely<<Customer/Principal signature block>>Supplier’s Agreement<<Supplier name>> agrees to the extension of the Contract as detailed in this letter

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| Date ……………………………………..**EXECUTED** for and on behalf of: Name of **Supplier**by its authorised representative, in the presence of: Signature of witness Name of witness (block letters) Address | ))))))))))))))) |  Signature of authorised representativeBy executing this letter the signatory warrants that the signatory is duly authorised to execute this letter of extension on behalf of the Supplier  Name of authorised representative (block letters) Position of authorised representative |

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***Letter to extend or renew a contract template***

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| **Version** | **Date** | **Comments** |
| v1.1 | July 2019 | Published |
| v1.2 | June 2025 | Minor updates made – highlights:* DHPW corporate branding
* Verified and updated hyperlinks
* Added version change log, document date, ‘Contact us’, ‘Disclaimer’ and ‘Administration’ sections
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**The State of Queensland (Department of Housing and Public Works) 2025**

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**Contact us**

We are committed to continuous improvement. If you have any suggestions about how we can improve this document, or if you have any questions, contact us at betterprocurement@epw.qld.gov.au.

**Disclaimer**

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**Administration**

Version 1.2 of this document replaces all previous versions of this document and takes effect immediately.