[***To be inserted on School's letterhead and all yellow highlighted fields to be completed]***

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| 10 May 2022***[INSERT Service Provider details***] **BY EMAIL**  |

Dear [***insert***]

**School Council Agreement for the provision of cleaning services between the School Council of [*insert name of school*] (School) and [*Service Provider legal entity name*] (Service Provider) dated [*insert Agreement execution date*] (Agreement)**

**[PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS**

**Option 1 – if no Further Term has been exercised:**

I refer to the Agreement and note the Agreement is recorded as expiring on [***insert Completion Date*** ] (**Completion Date**).

**Option 2: - if a Further Term has been exercised**

I refer to the Agreement which was extended by the exercise of a Further Term for the period [***insert start date of further term***] until [***insert start date of further term***]. ]

We would like to extend the Agreement as per the Further Term(s) by [***insert extended period of time***] for the contract to end on [***insert new Completion Date***].

Please sign and return a copy of this letter to the School Council by [***insert date***] confirming the matters set out above.

If you have any questions about the extension of the Agreement, please contact [***insert contact details***].

Yours faithfully

[***insert signature***]

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| **Service Provider**I *(full name and position)* on behalf of **[*Service Provider legal entity name*]** agree to the matters set out in this letter.Dated  |