***SAMPLE***

***(PLEASE TRANSFER TO YOUR LETTERHEAD)***

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**(DATE)**

Cara Morrison

Customer Care Representative

Cargill, Inc. - Salt, Road Safety

24950 Country Club Boulevard

Suite 450

North Olmsted, OH 44070

 Re: SHACOG Purchasing Alliance

 Exercise of Second Option Year

Dear Ms. Morrison:

 Please be advised that, pursuant to the provisions set forth in the paragraph entitled “TERM OF CONTRACT” contained in the Detailed Specifications of the bid documents for the bid Cargill, Inc. submitted to the SHACOG Purchasing Alliance for rock salt on June 30, 2022, the (MUNICIPALITY) is exercising its option to extend its contract for an additional one (1) year term commencing July 1, 2024 and ending on June 30, 2025. As required, this notice is being provided by May 1, 2024. It is recognized that the exercise of this option is contingent upon Cargill, Inc. agreeing to the second option year. It is also anticipated that the decision of Cargill, Inc. concerning the continuation of this contractual relationship will be communicated to us in writing by May 10, 2024.

 Should the contractual relationship continue, our estimated requirements for this second option year will be provided at a later date in accordance with the “ESTIMATED QUANTITIES” provisions of the Detailed Specifications.

 Should anything additional be required concerning the above, please do not hesitate to contact this office.

 Sincerely,

 (Name)

 (Title)