

**Sent Via Certified Mail, Return Receipt Requested**

Date

Lessor  
Address

**RE: Lease No. xxxx – Notice of Intent to Exercise Renewal Option  
Agency and Location**

Dear :

This letter will serve as official notice that the Department of Central Management Services, as Lessee, is herein exercising its option to renew the above-referenced Lease for a further period of xx years as outlined in Article ( ) Renewal Option of the Lease, a copy of which is attached hereto.

The renewal period shall commence on (date) and end on (date). All terms and conditions will remain the same as in the current Lease (*or note any exceptions/modifications*). Rent shall be paid in accordance with Exhibit C Renewal Term of the Lease. *If applicable, reference any notable terms such as improvements due at the beginning of the renewal term, and include an Exhibit B.*

Enclosed is a checklist of documents that must be completed in order to process the renewal. Please complete and return the documents within 30-days receipt of this letter.

All vendors must be registered in BidBuy, the State's new procurement system. If you have not already done so, please go to [bidbuy.illinois.gov](http://bidbuy.illinois.gov) and click the "register" link near the bottom of the page. If you have any problems completing the registration you may contact the Help Desk at 866-455-2897 or by email at [il.bidbuy@illinois.gov](mailto:il.bidbuy@illinois.gov).

Upon your return of the above-referenced documents, a Notice of Lease Renewal Award will be published to BidBuy for a period of thirty (30) days as required by the Illinois Procurement Code.

If you should have any questions or concerns, please do not hesitate to contact (Leasing Rep) of my staff at xxx-xxx-xxxx.

Very truly yours,

Janel L. Forde  
Director

JLF:xxx

Attachments

cc: File