

**STATE PROPERTIES COMMISSION***47 Trinity Avenue, S.W., Suite G02 Atlanta, Georgia 30334*

Chairman *Executive Director*  
 Nathan Deal Steven L. Stancil  
 *Governor*

Today's Date

Landlord Name

Landlord Address

RE: Agency Name and Division

Agreement Number:       FY:

To Whom It May Concern:

The Memorandum of Agreement (“Agreement”) dated      , by and between       (“Landlord”) and       (“Tenant”) for use by       Division of      , for       square feet of       space located at      , will expire on      , 20     .

The Agreement granted to Tenant the option to extend the Term for       (     ) additional periods of one (1) year each. Pursuant to this Agreement, Tenant desires to exercise this option therefore extending the Term for a 12-month period beginning       and ending       under the same terms, conditions, covenants, agreements, and provisions and stipulations of the Agreement and at the monthly rental rate of $     .

Approved:

State Properties Commission TENANT NAME

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_