**NOTICE OF INTENT TO EXERCISE OPTION**

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert contract number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name],***

The purpose of this letter is to notify you of the Government's intent, in accordance with AMS Clause 3.2.4-35 entitled, “Option to Extend the Term of the Contract”, to exercise Option ***[insert Option number]*** for ***[insert******contract number].***

This notification **DOES NOT** commit the Government to exercise the pre-priced Option nor does it in any manner obligate Government funds against the subject contract.

If the Option is exercised by the Government, it will be accomplished via a unilateral modification. The modification will specifically identify the Option period of performance and contract amount.

The point of contact for this matter is the undersigned at ***[contracting.officer@faa.gov]*** or ***[Insert phone*** ***number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***