

This should be put on the University's letterhead. Page 1/2

*INSERT DATE*

*INSERT NAME OF COLLECTION AGENCY  
AND ADDRESS*

RE: RENEWAL OF CONTRACT FOR COLLECTION OF ACCOUNTS

Dear *INSERT NAME OF CONTACT PERSON FOR COLLECTION AGENCY*:

This letter constitutes an offer of renewal of the Contract for Collection of Accounts originally dated *INSERT DATE*, for the period of *INSERT DATE* through *INSERT DATE*, between *INSERT NAME OF COLLECTION AGENCY* and *INSERT NAME OF UNIVERSITY* (the "Contract"). Pursuant to Section I of the Contract, *INSERT NAME OF UNIVERSITY* desires to exercise the five-year renewal option. Unless otherwise terminated prior to, the renewal term of the Contract shall be for the period of *INSERT DATE* through *INSERT DATE*. All terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period. This extension shall become part of the original contract documents.

To accept the renewal option, please sign below and return to me at *INSERT EMAIL ADDRESS*.

Sincerely,

*INSERT NAME OF UNIVERSITY*

*INSERT NAME  
INSERT TITLE*

*INSERT DATE*

*INSERT NAME OF COLLECTION AGENCY* agrees to extend the current agreement, Contract for Collection of Accounts, for the period of *INSERT DATE* through *INSERT DATE*, 2022.

Receipt of this extension is acknowledged and submitted this \_\_\_\_\_ day of \_\_\_\_\_, *INSERT YEAR*.

*INSERT NAME OF COLLECTION AGENCY*

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

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

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

**NOTE: COLLECTOR SHOULD NOT EXECUTE THIS CONTRACT PRIOR TO ATTORNEY GENERAL APPROVAL BELOW. SHOULD THE ATTORNEY GENERAL FAIL TO GIVE SUCH APPROVAL, THIS CONTRACT WILL BE NULL AND VOID.**

APPROVED AS TO FORM:

Office of General Counsel  
The Texas A&M University System

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

Julie Masek  
Assistant General Counsel

Date: \_\_\_\_\_

APPROVED AS TO FORM:

Office of the Attorney General  
The State of Texas

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

Ronald Del Vento  
Chief, Bankruptcy & Collections Division

Date: \_\_\_\_\_