



June 6, 2023

Cotton Commercial USA, Inc.
James Scaife, President
5443 Katy Hockley Cutoff Rd.
Katy, TX 77493

Re: Intent to Renew Contract # R10-1110B

Dear Mr. Scaife:

Thank you for your partnership with Region 10 ESC. Per Section 2.1 of the General Terms and Conditions of your contract # R10-1110B, the contract is due for automatic renewal on January 1, 2024. This letter is to confirm that it is Region 10 ESC's intent to renew the contract for **two years** on that date. This renewal will take the contract to its final expiration date of December 31, 2025.

If your company does not wish to renew the contract with Region 10 ESC, please respond to this letter at least thirty (30) days before the contract renewal date.

We look forward to our continued partnership. Please contact me if you have any questions or concerns.

Regards,

Clint Pechacek

Clint Pechacek
Purchasing Consultant

972-348-1184
Clint.pechacek@region10.org