

**Upper Valley Mail Services, LLC
1418 Beech Ave Ste 109
McAllen, TX 78501**

December 10, 2025

City of Mission
1201 E. 8th Street
Mission, Texas 78572

Subject: One-Year Renewal Option Acceptance - Printing and Mailing Services
Bid No. 25-133-12-04

Dear City of Mission,

We appreciate the opportunity to continue providing Printing and Mailing Services to the City of Mission under Bid No. 25-133-12-04. This letter serves as our formal confirmation that we agree to the one-year renewal option for the contract.

We acknowledge and accept the renewal term of **January 30, 2026, through January 29, 2027**, at a **0% increase in price** from the current contract rates. The USPS rates will be the only change in price.

We look forward to continuing our partnership and providing reliable, high-quality service to the City. Should you require any additional documentation or have further questions, please feel free to contact us.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Patrick Hettler', with a long horizontal flourish extending to the left.

Patrick Hettler, President
Upper Valley Mail Service, LLC