

Contract Renewal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we would like to renew our contract for services originally entered into on [Original Contract Date]. Our collaboration has been beneficial, and we look forward to continuing our partnership.

We propose the renewal to commence on [Proposed Start Date] and extend for a duration of [Duration] under the same terms and conditions, with the following adjustments: [List any changes or updates].

Please review the proposal and let us know if you agree with the terms. We anticipate your response by [Response Deadline]. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your continued partnership. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]