

# Contract Renewal Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Acceptance of Contract Renewal**

Dear [Recipient's Name],

I am writing to formally accept the renewal of our contract, originally signed on [Original Contract Date], which is set to be renewed for [New Contract Term] starting from [Start Date].

After reviewing the terms and conditions outlined in the renewal agreement, I am pleased to confirm that I agree to the proposed terms.

Thank you for the opportunity to continue our collaboration. Please let me know if there are any further steps needed to finalize the renewal process.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]