

Contract Renewal Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose a renewal of our existing contract (Contract No: [Insert Contract Number]) which is set to expire on [Insert Expiration Date]. We would like to continue our collaboration under the same terms and conditions outlined in the current agreement.

We value our partnership and believe that renewing the contract will allow us to achieve further success together. Please review the proposed continuation and feel free to make any suggestions or modifications you deem necessary.

If you agree to the terms of this renewal, please sign and return a copy of this letter by [Insert Response Date]. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Agreed and Accepted:

[Recipient Name]
[Recipient Position]
[Recipient Company Name]