

# Contract Renewal Confirmation

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your contract with [Company Name] for the position of [Position/Service] is set to be renewed for another term beginning on [Start Date] and ending on [End Date].

We appreciate your contributions and look forward to your continued success with us. Please find attached the renewal agreement for your review and signatures.

Should you have any questions or require further clarification, feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]