

# Sales Contract Renewal Agreement

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally renew the sales contract between [Your Company Name] and [Recipient Company Name], originally dated [Original Contract Date]. The terms of this renewal will be effective from [Start Date] to [End Date].

The key terms of the renewed contract are as follows:

- **Product/Service:** [Description of Product/Service]
- **Price:** [Price/Payment Terms]
- **Delivery Terms:** [Delivery Schedule/Terms]
- **Cancellation Policy:** [Cancellation Terms]

Please sign and return a copy of this letter by [Deadline for Return] to confirm your acceptance of the renewed terms.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]