

Contract Renewal Letter

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are pleased to inform you that we wish to renew our existing service agreement dated [Original Contract Date] for the period of [Duration of Renewal]. We have appreciated your services and would like to continue this partnership.

The terms and conditions will remain the same as outlined in the original contract, with the following modifications if applicable:

- [Modification 1]
- [Modification 2]

Please sign and return a copy of this letter to confirm your acceptance of the contract renewal.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]