

Contract Renewal Acceptance Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally accept the renewal of the contract between [Your Company Name] and [Recipient Company Name], which we have recently negotiated. I appreciate the opportunity to continue our partnership and am pleased with the terms we have agreed upon.

As per our discussions, the key terms of the renewed contract are as follows:

- Contract Duration: [Specify Duration]
- Payment Terms: [Specify Payment Terms]
- Scope of Work: [Specify Scope]
- Other Terms: [Specify Other Terms]

Please find the signed contract attached for your records. Should you have any questions or require further confirmation, feel free to reach out at your convenience.

Thank you for your continued trust in our services. I look forward to our ongoing collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]