

# Contract Renewal Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to acknowledge the renewal of the contract originally signed on [Original Contract Date], regarding [Brief Description of the Agreement]. The renewed contract is effective as of [Effective Date of Renewal] and will remain in effect until [End Date of Renewal].

Please confirm your acceptance of this renewal by signing below and returning a copy of this acknowledgment.

## Acceptance

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[Recipient Name]

[Recipient Position]

Date: \_\_\_\_\_

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]