

Contract Renewal Affirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the renewal of our collaboration agreement, originally dated [Original Contract Date]. We have appreciated our partnership thus far and look forward to continuing our successful relationship.

The details of the renewed contract are as follows:

- **Effective Date:** [Effective Date]
- **Duration:** [Duration of Renewal]
- **Key Terms:** [Summarize Key Terms]

Please review the terms and confirm your acceptance by signing and returning a copy of this letter.

We are excited to continue working together and achieving great results.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]