

Contract Renewal Approval for Mutual Cooperation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we have reviewed the existing contract between [Your Company Name] and [Recipient's Company Name], originally signed on [Original Contract Date], and we are in agreement to renew this contract for mutual cooperation.

The terms of the renewal are as follows:

- **Duration:** [Insert Duration]
- **Scope of Work:** [Insert Scope of Work]
- **Compensation:** [Insert Compensation Details]

We believe that our continued partnership will yield valuable results for both parties, and we are excited about the opportunity to collaborate further.

Please sign and return a copy of this letter to indicate your acceptance of the renewal. Should you have any questions or need further clarification, do not hesitate to reach out.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Acceptance of Renewal:

[Recipient's Name]
[Date]