

# Contract Renewal Declaration

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hereby declare our intention to renew the contract between [Your Company Name] and [Recipient's Company] regarding [brief description of contract scope], originally dated [original contract date].

The proposed new contract period will commence on [start date] and continue until [end date], pending both parties' final approval and signatures.

Please review the attached terms and conditions for the renewal and provide your confirmation by [confirmation date]. If you have any questions or require additional information, do not hesitate to contact us.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Contact Information]