

Contract Renewal Response

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent communication regarding the renewal of our service contract. We appreciate the ongoing partnership and are pleased to confirm our intent to continue the services outlined in our existing agreement.

Please find below the details for the renewal:

- Contract Term: [Insert Length of Contract]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Service Fees: [Insert Fee Structure]

We are looking forward to another successful term together. Please let us know if there are any further documents or information you require to finalize the renewal process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]