

Contract Renewal Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Subject: Verification of Contract Renewal

Dear [Recipient Name],

We are writing to formally verify the renewal of the business agreement between [Your Company Name] and [Recipient Company Name], originally signed on [Original Contract Date]. As per our records, the contract is due for renewal on [Renewal Date].

We appreciate your continued partnership and would like to confirm the terms of the renewal as follows:

- Duration: [Specify Duration]
- Effective Date: [Specify Effective Date]
- Terms and Conditions: [Summarize Key Terms]

Please review the above information and confirm your acceptance of the contract renewal by [Response Deadline]. Should you have any questions or require further clarification, feel free to contact me directly.

Thank you and we look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]