

Contract Renewal Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the renewal of our contract, originally dated [Original Contract Date], with the new terms effective from [Effective Date]. We look forward to continuing our partnership and achieving greater success together.

Please find the details of the renewed contract attached for your reference.

Thank you for your attention, and feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]