

Letter of Acceptance for Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the renewal of the contract originally established on [original contract date] under the terms and conditions outlined in the recent communication. I appreciate the opportunity to continue our partnership.

As discussed, the updated contract will commence on [start date] and will run until [end date]. I acknowledge all terms including [mention any significant terms or changes].

Please let me know if there are additional steps needed to finalize this renewal. I look forward to our continued collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]