

# Contract Renewal Acknowledgment

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 writing to formally acknowledge the renewal of the contract dated [Original Contract Date] between [Your Company] and [Recipient Company]. As agreed upon during our recent discussions, the new contract will commence on [Start Date] and will continue until [End Date].

We appreciate your collaboration and look forward to continuing our partnership. Please confirm your agreement to the terms outlined in this letter by signing below.

Sincerely,

[Your Name]

[Your Position]

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Signature [Recipient Name]

Date: \_\_\_\_\_