

Contract Renewal Confirmation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

We are pleased to confirm the renewal of the contract between [Your Company Name] and [Supplier's Name]. The renewal period will commence on [Start Date] and conclude on [End Date].

All terms, conditions, and pricing agreements outlined in the previous contract remain applicable unless otherwise specified. We appreciate your continued partnership and commitment to providing quality service/products.

Please review the attached contract renewal document, and if everything is satisfactory, kindly sign and return a copy by [Return Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]