

Contract Renewal Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge that your contract for [specific service or product] is approaching its renewal deadline on [renewal deadline date]. We appreciate the partnership we have developed and want to ensure a smooth renewal process.

Please review the current terms of the contract and let us know if you have any questions or require any modifications. We are looking forward to your response by [specific date] to facilitate timely renewal.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]