

Contract Renewal Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the renewal of our contract dated [Original Contract Date] for [Description of Services/Products]. As discussed, the new term will be for [Duration of Renewal] starting from [Start Date] to [End Date].

Please find attached all relevant documents for your review. If you have any questions or require further information, feel free to reach out to us.

Thank you for your continued partnership. We look forward to another successful term together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]