

Renewal and Termination Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to inform you regarding the renewal and termination clauses as per our existing agreement dated [Insert Agreement Date].

Renewal Clause

According to Section [Insert Section Number] of our agreement, this contract is subject to renewal under the following conditions:

- The renewal term will be for a duration of [Insert Duration].
- Either party must provide written notice of intent to renew at least [Insert Notice Period] before the expiration of the current term.

Termination Clause

Per Section [Insert Section Number] of our agreement, the following conditions apply for termination:

- Either party may terminate this agreement by providing [Insert Notice Period] written notice to the other party.
- Termination can occur under circumstances including but not limited to [List Conditions for Termination].

Should you have any questions or require further clarification, please feel free to contact us at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]