

# Contract Renewal Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[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 originally dated [Original Contract Date]. The renewed contract will be effective from [Start Date] and will continue until [End Date], under the same terms and conditions unless otherwise agreed upon.

If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]