

Contract Renewal Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your current contract with [Company Name] is set to expire on [Expiration Date]. We value our partnership and would like to offer you a renewal of your contract for an additional [Duration] under the same terms and conditions.

Please find below the key details of the contract renewal:

- Contract Duration: [Duration]
- Start Date: [Start Date]
- End Date: [End Date]
- Total Amount: [Amount]

If you are in agreement with the terms stated above, please sign and return the enclosed document by [Response Deadline]. If you have any questions or wish to discuss any alterations, feel free to reach out to us at [Contact Information].

Thank you for your continued trust in [Company Name]. We look forward to another successful term together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]