

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that we would like to renew our contractual engagement for [specify service or project] dated [original contract date]. As per our discussions, the new term will commence on [start date] and will conclude on [end date].

The terms of the renewal will remain the same as outlined in the original contract, with the following updates: [list any updates or changes].

We appreciate the value you bring to our partnership and look forward to continuing our work together. Please confirm your acceptance of this renewal by [date], so we can proceed accordingly.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]