

Contract Renewal Letter

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to inform you that we wish to renew our contract for the [Project Name] project, originally signed on [Original Contract Date]. The new term will extend the project duration from [Current End Date] to [New End Date].

As discussed, this extension will allow for [Reason for Extension], and we look forward to continuing our collaboration.

Please review the attached contract renewal document and confirm your acceptance by signing and returning it by [Response Deadline].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]