

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],

I am writing to formally accept the renewal of the service agreement dated [Original Agreement Date], for the period of [New Contract Duration] as discussed. We appreciate your continued partnership and look forward to maintaining our collaboration.

The terms and conditions outlined in the original agreement will continue to apply unless otherwise stipulated. Please let us know if there are any additional documents you require from our side to finalize this renewal.

Thank you for your attention to this matter. We are excited to continue our working relationship.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]