

Contract Renewal Acceptance

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that we accept the renewal of our contract for [describe services or products] set to expire on [expiration date]. We appreciate the partnership we have developed and look forward to continuing our collaboration.

The terms of the contract will remain the same as previously agreed upon, and the new contract period will commence on [start date] and continue until [end date].

Please sign and return a copy of this letter to indicate your acceptance of the renewal. We appreciate your prompt attention to this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]