

Letter of Acceptance for Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the renewal of our contract dated [Original Contract Date]. I appreciate the opportunity to continue our partnership and look forward to the upcoming term, which is set to begin on [Start Date of New Contract].

All terms and conditions outlined in the renewal agreement are agreeable to me, and I am eager to proceed. Please let me know if there are any further steps required on my part.

Thank you once again for your trust and support. I look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Position, if applicable]