

Contract Period Details

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with the details regarding the contract period of our agreement:

Contract Details

Contract Start Date: [Start Date]

Contract End Date: [End Date]

Total Duration: [Duration e.g. 12 months]

Terms of Renewal

[Insert details about renewal terms, if applicable]

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]