

Contract Renewal Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm our mutual agreement to initiate negotiations for the renewal of our existing contract dated [Insert Original Contract Date]. We appreciate the collaboration we have had so far and look forward to discussing the terms of the renewal.

Please let us know your availability for a meeting to discuss the details. We aim to ensure a seamless transition into the next term of our contract.

Thank you for your continued partnership. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]