

# Letter of Acceptance for Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Acceptance of Contract Renewal Terms**

Dear [Recipient's Name],

I am writing to formally accept the terms of the contract renewal as outlined in your recent correspondence dated [Insert Date]. After reviewing the proposed terms, I am pleased to confirm my agreement to proceed with the renewal.

The key terms of the renewal, as discussed, will include:

- Term Duration: [Insert Duration]
- Payment Terms: [Insert Payment Terms]
- Scope of Work: [Insert Scope]
- Other Conditions: [Insert Any Additional Conditions]

Thank you for your continued partnership. Please let me know if you require any further information or documentation from my side to finalize this renewal.

Looking forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]