

Letter of Agreement to Continue Contract Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Agreement to Continue Contract Terms

I hope this message finds you well. I am writing to formally express my agreement to continue the terms of our current contract, dated [Contract Start Date], which is set to expire on [Contract Expiration Date].

Both parties have demonstrated a commitment to fulfilling the obligations outlined in our agreement. I believe it is in our mutual interest to maintain our contractual relationship and continue working together.

Please confirm your acceptance of this continuation by signing below and returning a copy of this letter to me by [Response Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Recipient's Name]

[Recipient's Position]

[Company Name]