

Contract Renewal Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval of Contract Renewal

Dear [Recipient's Name],

We are pleased to inform you that your request for the renewal of the contract dated [Original Contract Date] has been approved. The new contract will commence on [Start Date] and will expire on [End Date].

Please find attached the renewed contract for your review and signature. We kindly ask you to return a signed copy by [Return Date].

Thank you for your continued partnership. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]