

# Contract Renewal Acceptance

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we accept the terms of the contract renewal dated [Insert Original Contract Date] for [Insert Contract Details]. We appreciate the opportunity to continue our partnership and are committed to upholding the agreed-upon standards.

Please find attached the signed contract renewal document for your records. Should you have any questions or require further details, feel free to reach out.

Thank you for your continued trust in us. We look forward to another successful term of collaboration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Email Address]  
[Your Phone Number]