

Formal, Professional Letter

Subject: Acceptance of Contract Renewal

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the contract renewal offered for [Contract/Project Name]. I appreciate the trust and confidence you have placed in me and I look forward to continuing our successful collaboration.

Please let me know if there are any formalities or documents required from my side to finalize the renewal.

Thank you for the opportunity to continue contributing to [Company/Project Name].

Sincerely,

[Your Name]

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