

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Interim Management Agreement Renewal

Dear [Client Contact Name],

This letter serves as formal notification regarding the Interim Management Agreement between [Your Company Name] and [Client Company Name], which was effective as of [Original Start Date].

The current term of the agreement is scheduled to expire on [Current Expiration Date]. In accordance with Section [Section Number] of our contract, we are pleased to confirm the renewal of this agreement for an additional period of [Renewal Duration, e.g., six months].

The renewed term will commence on [New Start Date] and will continue until [New End Date]. All existing terms, conditions, and fee structures outlined in the original agreement shall remain in full force and effect during this renewal period, unless otherwise modified in writing.

Please acknowledge receipt of this notification and your agreement to the extension by signing and returning a copy of this letter. Alternatively, if your internal processes require a formal amendment document, please let us know at your earliest convenience.

We look forward to continuing our professional relationship and supporting [Client Company Name] through this next phase.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment:

I, [Client Name], acting on behalf of [Client Company Name], hereby acknowledge and agree to the renewal of the Interim Management Agreement as stated above.

Signature: _____ Date: _____