

Date: [Insert Date]

Recipient Name: [Insert Contractor Name]

Contractor ID: [Insert ID Number]

Company: [Insert Contractor Company Name]

Subject: Notice of Contract Renewal and Compliance Verification

Dear [Insert Contractor Name],

This letter serves as official notification that [Insert Client/Organization Name] has approved the renewal of your service contract for the upcoming period effective [Insert Start Date] through [Insert End Date].

This renewal is granted based on the successful completion of the following requirements:

- **Client Performance Approval:** Positive evaluation of services rendered during the previous term.
- **Compliance Verification:** Confirmation that all regulatory, insurance, and legal documentation is current.
- **Security Clearance Validation:** Successful re-verification of personnel security credentials and background checks.

Please note that maintaining "Security Cleared" status is a continuous requirement of your engagement. Any changes in status must be reported to the Security Office immediately.

To finalize this renewal, please sign and return the attached Addendum by [Insert Deadline Date].

We look forward to our continued professional partnership.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Organization Name]