

[Sender Name]  
[Sender Title]  
[Organization Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization Name]  
[Street Address]  
[City, State, Zip Code]

**Subject: Acknowledgment of Intent to Renew and Contract Execution - [Contract Number/Reference]**

Dear [Recipient Name],

This letter serves to formally acknowledge receipt of your notice of intent to renew the contract for [Description of Services/Goods] dated [Date of Intent Letter]. We are pleased to continue our professional relationship with [Recipient Organization Name].

We have reviewed the renewal terms and have prepared the formal contract extension documents. Attached to this letter, you will find two (2) copies of the renewal agreement for your review and execution.

Please follow the steps below to finalize the execution process:

- Review the attached agreement for accuracy.
- Sign and date both copies of the agreement.
- Return one fully executed copy to our office by [Deadline Date] via [Mail/Email].

Upon receipt of the signed document, the renewal period will officially commence on [Start Date] and continue through [End Date], under the terms and conditions specified in the agreement.

If you have any questions or require further clarification regarding the documents, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to our continued partnership.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]

Enclosure: [Name of Contract/Amendment Document]