

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Re: Notice of Contract Renewal

Dear [Contact Person Name],

This letter serves as formal notification that [Your Company Name] wishes to renew the contract for General Handyman Services, originally dated [Original Contract Date].

We have been satisfied with the quality of work provided and would like to extend our professional relationship. The renewal period will be effective from [Start Date] through [End Date].

The terms and conditions of the original agreement shall remain in full force and effect, with the following modifications (if any):

- [Insert modification or write "No changes to existing terms"]

Please review this renewal notice. If you agree to the extension, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____

Printed Name: _____

Date: _____