[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Contract Renewal Letter

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

[Date]
From: [Your full name], [Your address]
To: [Name of the recipient], [Address of the recipient]
Dear [Name of the recipient],
Re: Renewal of [Title or description of the contract]

1. Parties and contract

From: [Your full name or organisation name] **To:** [Name of the recipient]
Contract: [Title or description of the contract] **Reference:** [Contract reference number]
Dated: [Date of the current contract] **Current end date:** [Current end date of the contract]

2. Renewal offer and term

We offer to renew the contract in section 1 on the terms in this letter. If you accept as set out in section 5, the renewed contract will run from [Start date of the renewal term] to [End date of the renewal term]. The renewal term will be [Length of the renewal term, for example: 12 months].

3. Changed terms

1. [Description of the term that will change]: currently [Current wording or value]; on renewal [New wording or value].
2. [Description of the term that will change]: currently [Current wording or value]; on renewal [New wording or value].
Price or fee: currently [Current price or fee]; on renewal [New price or fee].

4. Terms that stay the same

Except for the changes in section 3, every other term of the current contract will continue unchanged during the renewal term, including [Term that stays the same, for example: the scope of the work or the payment dates].

5. How to accept

Please confirm acceptance by signing the acceptance block below and returning a copy to [Name of the person to return it to] at [Address or email address for return] by [Response deadline date]. If we do not hear from you by that date, [What will happen if there is no response by the deadline].

By signing below, [Name of the recipient] accepts the renewal on the terms set out in this letter.
Signature: _____ **Date:** [Date of signing]
Full name: [Name of the recipient] **Role:** [Role or job title of the person accepting]

Signed on behalf of [Your full name or organisation name]: **Signature:** _____
Full name: [Your full name] **Role:** [Your role or job title] **Date:** [Date of signing]