Ashford Business Services Ltd

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.

9 November 2026
From: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
To: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Dear Sarah Mitchell,
Re: Renewal of Title or description of the contract as agreed at the meeting.

1. Parties and contract

From: Sarah Mitchell **To:** Sarah Mitchell
Contract: Title or description of the contract as agreed at the meeting. **Reference:** JOB-1042
Dated: 9 November 2026 **Current end date:** 9 November 2026

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 9 November 2026 to 9 November 2026. 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 £45.00; on renewal £45.00.

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 9 November 2026.

5. How to accept

Please confirm acceptance by signing the acceptance block below and returning a copy to Sarah Mitchell at sarah.mitchell@ashford-business-services.co.uk by 9 November 2026. If we do not hear from you by that date, What will happen if there is no response by the deadline.

By signing below, Sarah Mitchell accepts the renewal on the terms set out in this letter.
Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager

Signed on behalf of Sarah Mitchell: **Signature:** _____
Full name: Sarah Mitchell **Role:** Office Manager **Date:** 9 November 2026