CONTRACT RENEWAL NOTICE SAMPLE

(Date)

(Address to)
(Companies Name)
(Companies Address)

RE: (Contract No.)
(Contract Description)
(Contract Term)

The above contract was awarded to your company on (**date**). It has been determined that your company has performed in accordance with the requirements of our Contract. Therefore, UTMB desires to exercise its (**number**) **(#)** option to renew the Contract effective from (**Date**) through **(Date**). This renewal period shall be governed by the specifications, pricing, and the terms and conditions set forth per the above reference Contract.

Acknowledge your acceptance of this renewal by signing this document in the space provided below and returning to this office with ten (10) days.

Sincerely,

(Name)
(Title)

I/We hereby acknowledge acceptance of this Contract renewal, and agree to be bound by all requirements, terms, and conditions as set forth in the above referenced Contract.

Company:_____ Signed: _____

Date: _____ Print Name: _____