

# Approval Request Form for Contract Renewal

This **approval request form** sample for contract renewal streamlines the process of obtaining necessary permissions, ensuring all parties review the contract terms efficiently. It provides a clear and organized structure to facilitate swift decision-making and documentation. Using this form helps maintain compliance and improves communication between stakeholders.

Contract Title

Contract Number

Contractor/Counterparty Name

Current Start Date

Current End Date

Requested Renewal Period

Summary of Changes/Key Terms

Describe any changes to terms or highlight key provisions during renewal.

Requesting Department

Requester's Name & Position

Request Date

Approver(s)

List names/positions for approval

Approval Status

Pending

Submit Request