

# 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**