

Letter of Intent to Renew Licensing Agreement

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express our intent to renew the licensing agreement between [Your Company Name] and [Recipient Company Name], which is set to expire on [Expiration Date]. We have greatly valued our partnership and the benefits it has provided to both parties.

We propose to discuss the terms of the renewal at your earliest convenience to ensure a seamless continuation of our agreement. Please let us know your availability for a meeting.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]