

Licensing Agreement Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of the licensing agreement dated [Original Agreement Date], which is set to expire on [Expiration Date]. We have greatly appreciated the collaboration and the benefits that this agreement has brought to both parties.

As [Your Company Name] continues to expand and adapt to market changes, we believe that renewing our licensing agreement will allow us to further strengthen our partnership and continue to deliver exceptional results.

We would like to discuss the terms of the renewal, including any necessary adjustments or updates to the agreement to reflect our current circumstances and vision for the future.

Please let us know a convenient time for you to discuss this matter. We look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]