

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Stakeholder Name]

[Stakeholder Position]

[Stakeholder Company/Organization]

[Stakeholder Address]

[City, State, Zip Code]

Subject: Proposal for Extension of Partnership Agreement

Dear [Stakeholder Name],

I hope this message finds you well. As we approach the conclusion of our current partnership agreement, I would like to take this opportunity to express our appreciation for the successful collaboration we have fostered over the past [duration of partnership]. Together, we have achieved significant milestones, and I believe there is ample opportunity for us to expand upon our collective successes.

In light of this, I propose an extension of our partnership agreement for an additional [proposed duration], which would allow us to further explore new initiatives and strengthen our collaboration.

We believe that extending our partnership will yield great benefits to both parties and enable us to pursue additional opportunities in [specific areas of collaboration].

I am looking forward to discussing this proposal with you in more detail. Please let me know your availability for a meeting or call at your earliest convenience.

Thank you for considering this proposal. I am eager to continue our productive partnership and explore the possibilities that lie ahead.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]