

Renewal Request for Sales Agreement

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our current sales agreement, [Agreement Number or Title], which is set to expire on [Expiration Date].

Over the past year, our partnership has yielded positive results, and we are eager to continue this productive collaboration. We believe that renewing our agreement will allow us to further explore opportunities and achieve mutual benefits.

Please let me know if there are any necessary steps or information required from our side to facilitate this renewal process. We value our partnership and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]