

Subject: Renewal of Sponsored Research Agreement

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the current Sponsored Research Agreement (SRA) between [Your Institution] and [Recipient Organization] is approaching its expiration on [Expiration Date]. In light of our successful collaboration and the promising outcomes of our research, we would like to propose a renewal of the agreement for an additional term.

Over the past year, our research efforts have led to [briefly mention any significant outcomes, discoveries, or projects]. We believe that continuing this partnership will allow us to further advance our mutual goals and contribute to the field of [specific field or area of research].

We propose to extend the current agreement under similar terms, with the potential for updates to reflect any new objectives or funding adjustments. Please find attached a draft of the proposed renewal agreement for your review.

We would be happy to discuss any questions or adjustments you might have. Please let us know your availability for a meeting within the next few weeks.

Thank you for your continued collaboration and support. We look forward to the opportunity to work together for another successful term.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]