

Power Purchase Agreement Renewal

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally initiate the renewal process for the Power Purchase Agreement (PPA) dated [Original Agreement Date] between [Your Company] and [Recipient's Company]. As the current agreement is set to expire on [Expiration Date], we wish to discuss the terms and conditions for the upcoming renewal period.

We value our partnership and are eager to continue our collaboration in providing energy solutions that meet both our needs. To facilitate this process, we propose a meeting to discuss the following key areas:

- Review of existing terms and conditions
- Adjustment of pricing structures
- Future energy requirements and commitments

Please let us know your availability for a meeting in the upcoming weeks. We look forward to your positive response and to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]