

Partnership Agreement Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the expiration date of our current partnership agreement dated [Insert Original Agreement Date], I would like to formally request a renewal of the partnership.

Our collaboration has proven to be mutually beneficial, and I believe that renewing our agreement will allow us to continue to achieve our shared goals. I propose that we schedule a meeting to discuss any updates or changes that may be necessary for the new agreement.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]