

Collaborative Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the expiration of our current collaborative agreement dated [Insert Original Agreement Date], we would like to express our intention to renew the agreement for an additional term.

Over the past [Insert Duration], our partnership has proven to be mutually beneficial, and we believe that by continuing our collaboration, we can achieve even greater results. We are keen to discuss any potential adjustments or enhancements to the agreement that could benefit both parties.

Please let us know your availability for a meeting to discuss the renewal process and any updates to the terms. We look forward to your response and hope to continue our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]