

Partnership Extension Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As the current partnership agreement between [Your Company] and [Recipient Company] is set to expire on [Expiration Date], I am writing to formally request an extension of our partnership.

Over the duration of our collaboration, we have achieved [mention any achievements or milestones], and I believe that further extending our partnership will enhance our mutual interests and lead to more successful outcomes.

I would appreciate the opportunity to discuss this request further and explore potential terms that could benefit both parties. Please let me know a convenient time for you to meet or if you prefer further correspondence via email.

Thank you for considering this request. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]