

# Partnership Renewal Discussion Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of our current partnership agreement, I would like to discuss the possibility of renewing our partnership. We have achieved significant milestones together, and I believe that continued collaboration could yield even greater outcomes for both our organizations.

To facilitate a productive discussion, I propose scheduling a meeting at your earliest convenience. During this meeting, we can assess our past achievements, address any concerns, and outline future goals.

Please let me know your availability for a meeting within the next few weeks. I look forward to your response and hope to continue our successful partnership.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]