

# Announcement of Business Collaboration Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Extension of Business Collaboration Agreement

Dear [Recipient's Name],

We are pleased to announce that [Your Company Name] and [Recipient's Company Name] have mutually agreed to extend our collaboration agreement for an additional [duration of extension, e.g., "12 months"]. This extension reflects our shared commitment to enhancing our partnership and achieving our goals together.

Throughout our collaboration, we have successfully [mention key achievements or projects], and we believe extending our partnership will allow us to build on this momentum.

The extended collaboration will begin on [start date] and will continue until [end date]. All terms and conditions of the original agreement will remain in effect unless otherwise stipulated in this extension.

We look forward to driving continued success in our partnership. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]