

Dear [Sponsor's Name],

I hope this message finds you well. We greatly appreciate your support as one of our esteemed sponsors during the past year.

As we approach the renewal of our sponsorship agreement, I wanted to reach out to ensure you have all the information you need to continue partnering with us. Your contribution has been invaluable, and we are excited about the potential to achieve even greater results together in the upcoming year.

Please let us know if you have any questions or if there's anything specific you would like to discuss regarding the renewal process. We are eager to continue our collaboration and look forward to your positive response.

Thank you once again for your support!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]