

Export-Import Agency Agreement Renewal

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Agency Contact Name],

We are pleased to inform you that we wish to renew our Export-Import Agency Agreement that was originally executed on [Original Agreement Date]. Our collaboration has proven beneficial and mutually advantageous, and we are excited to continue this partnership.

The terms of the renewed agreement will be drafted to reflect our current business objectives and expectations. We propose a meeting to discuss any necessary amendments or updates that should be included in the new agreement.

Please let us know your availability for a meeting in the coming weeks. We look forward to your prompt response and to continuing our successful partnership.

Thank you.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]