

Collaboration Agreement Renewal

Date: [Insert Date]

[Your Institution's Name]

[Your Institution's Address]

[City, State, Zip Code]

[Partner Institution's Name]

[Partner Institution's Address]

[City, State, Zip Code]

Dear [Partner Institution Representative's Name],

We are pleased to express our desire to renew the collaboration agreement between [Your Institution's Name] and [Partner Institution's Name] that was established on [Original Agreement Date]. Over the course of our partnership, we have achieved significant milestones in [specific projects/activities], and we believe that renewing our collaboration will further enhance our mutual goals.

As we look forward to continuing this partnership, we propose to review and update areas of the existing agreement to reflect the evolving objectives of both institutions. Some proposed adjustments include:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We suggest scheduling a meeting to discuss these adjustments and any additional goals for the renewed agreement. Please let us know your availability in the upcoming weeks so we can arrange a suitable time for both parties.

Thank you for your continued partnership. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Phone Number]

[Your Email Address]