

Collaboration Agreement Renewal

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to express our appreciation for the fruitful collaboration between [Your Company Name] and [Recipient Company Name]. As we approach the end of our existing agreement dated [Insert Original Agreement Date], we would like to discuss the possibility of renewing our collaboration for another term.

We believe the partnership has been mutually beneficial, leading to [insert specific achievements or results of the collaboration]. We are keen to continue this momentum and explore further opportunities for growth and success together.

Please let us know a convenient time for you to discuss the terms of renewal. We are open to reviewing and possibly enhancing the current agreement to better serve our mutual interests.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]