

Collaboration Agreement Renewal

Date: [Insert Date]

To: [Partner Organization's Name]

Address: [Partner Organization's Address]

Dear [Partner's Name],

We hope this letter finds you well. As we approach the end of our current collaboration agreement, we would like to discuss the renewal of our partnership in community outreach initiatives.

Over the past year, our collaboration has resulted in [insert specific achievements or outcomes], and we are eager to continue this important work together. We believe that renewing our agreement will allow us to further strengthen our efforts and reach even more members of our community.

We propose to meet on [insert proposed date] to discuss the details of the renewal, including any adjustments that may be beneficial for both parties. Please let us know your availability for this meeting.

Thank you for your continued partnership. We look forward to your positive response and to many more successful outreach efforts together.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]