

Collaboration Agreement Renewal

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

We are writing to formally propose the renewal of our collaboration agreement regarding the event planning services we have successfully executed together over the past year. As we look forward to continuing our partnership, we believe that our joint efforts have led to remarkable results and have significantly contributed to the success of our events.

We would like to suggest a renewal period of [insert duration], under the same terms and conditions as outlined in our previous agreement, with the inclusion of discussions around any additional elements you may require in the future.

We are excited about the possibility of continuing our collaboration and exploring new opportunities together. Please let us know a convenient time for you to discuss this further.

Thank you for your attention, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email]