

Collaboration Agreement Renewal

Date: [Insert Date]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Organization Name]

[Recipient's Organization Address]

[City, State, Zip Code]

Subject: Renewal of Collaboration Agreement

Dear [Recipient's Name],

We hope this message finds you well. We write to discuss the upcoming renewal of our collaboration agreement, originally established on [insert original agreement date], which has greatly contributed to [insert brief description of the project or outcomes].

Given the success of our collaboration and the positive outcomes achieved, we believe it is vital to continue our partnership for another term. We propose to renew the agreement for an additional [insert duration] under the same terms and conditions, with the possibility of amendments to reflect our evolving goals.

To facilitate the renewal process, we would appreciate it if you could provide us with any updates or adjustments you deem necessary. We are keen to finalize the renewal by [insert desired date], ensuring a seamless continuation of our joint efforts.

Thank you for your attention to this matter. We look forward to your positive response and to continuing our fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]