

Collaboration Agreement Renewal

Date: [Insert Date]

[Partner Organization Name]

[Partner Organization Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to reach out regarding the renewal of our collaboration agreement, originally established on [Insert Original Agreement Date]. This partnership has been invaluable in [briefly describe the purpose and achievements of the partnership].

As we approach the end of the current agreement period on [Insert End Date], we would like to propose the renewal of our collaboration for an additional term. We believe that continuing this partnership will allow us to [mention future goals and benefits].

We suggest that we schedule a meeting to discuss the terms and conditions for the renewal. Please let us know your available times in the coming weeks.

Thank you for your ongoing commitment to our shared goals. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]