

Collaboration Agreement Renewal Letter

From:

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

To:

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

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. As we approach the expiration of our current collaboration agreement dated [Original Agreement Date], I would like to discuss the renewal of our partnership regarding [Project/Joint Venture Name].

We have seen substantial progress and mutual benefits from this collaboration, and I believe that extending our agreement will allow us to achieve even greater success together.

Please let me know a convenient time for us to meet and discuss this renewal in detail. I look forward to continuing our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

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