

Collaboration Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that our current collaboration agreement for our marketing alliance is approaching its renewal date. We have greatly valued our partnership and the mutual benefits it has brought to both our organizations.

We would like to discuss the terms of renewal to ensure our collaboration continues to thrive. We suggest scheduling a meeting at your earliest convenience to review the successes of our past initiatives and explore opportunities for the coming term.

Please let us know your availability, and we will do our best to accommodate. We look forward to continuing our successful partnership.

Thank you for your attention, and we hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]