

# Collaboration Agreement Renewal

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Partner Organization's Name]

[Partner Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to reach out to you regarding the renewal of our collaboration agreement initially established on [Original Agreement Date]. Over the past year, our partnership has proven to be immensely valuable, and we are eager to continue working together to achieve our shared objectives in [describe the purpose of collaboration].

As we prepare for the renewal of our agreement, we propose the following modifications to ensure we align our goals and enhance our collaborative efforts:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We believe that these changes will further strengthen our collaboration and lead to greater impact within our community. We would love to schedule a meeting to discuss this renewal and any other suggestions you may have at your earliest convenience.

Thank you for your continued partnership, and we look forward to the opportunity to further our work together.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]