

# Letter for Regional Cooperation Agreement Renewal

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

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

Dear [Recipient Name],

I hope this letter finds you well. As we approach the expiration date of our current Regional Cooperation Agreement, I wish to take this opportunity to express our intention to renew the agreement.

The collaboration between our organizations has yielded significant benefits, and we believe that continuing our partnership is essential for addressing the challenges and opportunities we face in our region.

We would like to propose a meeting on [Proposed Date] to discuss the terms of the renewal and any potential enhancements to our agreement. Please let us know your availability for this meeting.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]