

Engagement Document Renewal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to discuss the renewal of our engagement document originally established on [original engagement date].

As we approach the expiration date of our current agreement, we would like to propose the renewal to ensure the continuation of our valued partnership. We believe that our collaboration has been beneficial and we are eager to build on this success.

We have reviewed the terms of the existing document and are open to discussing any amendments or adjustments you might have in mind.

Please let us know your availability for a meeting to discuss this further. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]