

Agreement Renewal Proposal

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Renewal of Agreement

We hope this message finds you well. We are writing to formally propose the renewal of our existing agreement dated [Insert Original Agreement Date], which is set to expire on [Insert Expiration Date]. Our partnership has been fruitful, and we value the relationship built over the past [Insert Duration].

We propose to extend our agreement for an additional [Insert Duration]. The key terms remain [Insert Key Terms] but are open to discussions to accommodate any new expectations or adjustments you may have.

Please find attached a draft of the renewed agreement for your review. We believe that by continuing our collaboration, both parties can achieve [Insert Mutual Benefits].

We would appreciate the opportunity to discuss this proposal further. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address]. We look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]