

# Exclusive Distribution Rights 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 writing to discuss the renewal of the exclusive distribution rights agreement between [Your Company Name] and [Recipient Company Name], which is set to expire on [Expiration Date]. We appreciate the successful partnership we have developed over the years.

As per the terms of our original agreement, we wish to initiate the process for renewal and continue our fruitful collaboration. We believe that extending these rights will be mutually beneficial, allowing us to further enhance market presence and drive sales together.

We propose to renew the agreement for another [Insert Duration], under the same terms and conditions, or discuss any modifications you may suggest. Please find enclosed the original agreement for reference.

We would appreciate the opportunity to discuss this matter further. Please let us know a convenient time for you to meet or if you prefer a call.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]