

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of the Exclusive Reseller Distribution Agreement between [Your Company Name] and [Recipient Company Name], which is set to expire on [Expiration Date].

Over the past year, our partnership has proven to be mutually beneficial, and we are eager to continue our collaboration. We believe that extending this agreement will allow us to further enhance our market presence and achieve our shared goals.

We are prepared to discuss any updates or changes necessary for the renewal and hope to streamline the process for both parties. Please let us know a convenient time for us to discuss this further.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]