

# Renewal of Distribution Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to formally propose the renewal of our Distribution Agreement dated [Original Agreement Date]. After a successful term, we believe it is in our mutual interest to extend our partnership for another term.

We have appreciated working together and believe that this extension will continue to benefit both parties. Specifically, we would like to propose the following terms for the renewal:

- Duration: [New Duration]
- Territory: [New Territory]
- Terms of Payment: [New Terms]

Please let us know if you are in agreement with these terms or if you would like to discuss any modifications. We are looking forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]