

Cooperation Agreement Extension

[Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Organization's Name]

[Recipient's Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally propose an extension of our existing cooperation agreement dated [Original Agreement Date], which is set to expire on [Original Expiration Date].

Given the successful collaboration between [Your Organization's Name] and [Recipient's Organization's Name] over the past [duration of partnership], we believe that an extension of our agreement will allow us to continue achieving our mutual goals and enhance the positive impact of our initiatives.

We propose to extend the agreement for an additional [proposed duration of extension], under the same terms and conditions. We are open to discussing any amendments that you might find necessary.

Please let us know a convenient time for you to discuss this matter further. We look forward to your agreement to extend this valuable partnership.

Thank you for your continued cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]