

Partnership Renewal Request

Date: [Insert Date]

To: [Partner's Name]
[Partner's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. As we approach the conclusion of our current partnership agreement, we would like to take this opportunity to express our gratitude for the invaluable collaboration we've had over the past year. Your support has greatly impacted our community projects and has allowed us to achieve our mutual goals.

We believe that our partnership continues to hold significant promise and effectiveness. Therefore, we are keen to discuss the renewal of our partnership for the upcoming term. We are eager to build upon the success we've shared and explore new initiatives that will further enhance our collaboration.

We would appreciate the opportunity to discuss this in more detail at your earliest convenience. Please let us know a suitable time for you to meet, either virtually or in person, to discuss the specifics of the renewal process and any additional ideas you may have.

Thank you once again for your collaboration, and we look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]
[Your Organization's Address]
[Your Phone Number]
[Your Email Address]