

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Partnership Renewal Request

Dear [Recipient Name],

We hope this message finds you well. As we approach the end of our current partnership agreement, we would like to express our gratitude for the fruitful collaboration and mutual benefits we have shared. Your partnership has significantly contributed to our success, and we are eager to continue working together.

We would like to formally request the renewal of our partnership for another term. We believe that there are numerous opportunities for further collaboration that will benefit both organizations. We are excited about the prospect of extending our alliance and building upon our past achievements.

We would appreciate the opportunity to discuss this renewal in more detail. Please let us know your availability for a meeting at your earliest convenience. Thank you for considering our request, and we look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]