

# Partnership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution Name]

[Your Institution Address]

[City, State, Zip Code]

[Partner Institution Name]

[Partner Contact Person]

[Partner Institution Address]

[City, State, Zip Code]

Dear [Partner Contact Person],

I hope this message finds you well. We are reaching out to formally request the renewal of our partnership between [Your Institution Name] and [Partner Institution Name]. Over the past [duration of partnership], our collaboration has brought about significant benefits, including [briefly mention key achievements or benefits].

As we look ahead, we are excited about the opportunity to further deepen our collaboration and explore new initiatives together. We believe that continuing our partnership will enable us to [mention future goals or objectives].

We would appreciate the chance to discuss this renewal at your earliest convenience. Please let us know a suitable time for you to meet or if you would prefer to discuss this over a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution Name]

[Your Contact Information]