

# Partnership Renewal Request

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of our partnership between [Your Organization] and [Recipient Organization], which is set to expire on [Expiration Date]. Over the past [duration of partnership], our collaboration has been instrumental in [briefly describe achievements and positive impact].

As we look forward to continuing our work together, we believe that renewing our partnership will enable us to [mention specific goals or projects]. We are committed to fostering a strong working relationship and achieving even greater outcomes for our communities.

Please let us know if you would like to discuss this further or if there are any documents required to facilitate this process. We appreciate your continued support and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]