

Partnership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Partner Organization Name]

[Partner Organization Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. As we approach the end of our current partnership agreement, I would like to take this opportunity to express our gratitude for the successful collaboration we have enjoyed over the past year. Together, we have made significant strides in [mention specific achievements or projects].

We believe that renewing our partnership will allow us to continue our important work together and further our shared mission of [insert mission statement or common goals]. We are excited about the potential for future projects and the opportunity to expand our impact in the community.

We would appreciate the chance to discuss the terms of our renewed partnership and any new initiatives that we could explore together. Please let us know a convenient time for you to meet or if you would prefer to discuss this over the phone.

Thank you for considering our request for renewal. We look forward to the possibility of continuing our fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]