

Project Collaboration Agreement Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to discuss the renewal of our Project Collaboration Agreement originally signed on [Original Agreement Date]. We appreciate the successful partnership we have developed and would like to continue our collaboration for another term.

In light of the positive outcomes and our shared goals, we propose the following terms for the renewal:

- Project Duration: [Insert Duration]
- Scope of Work: [Briefly Outline Scope]
- Financial Agreement: [Insert Financial Terms]

Please find attached the draft of the renewed agreement for your review. We believe that together we can achieve even greater results in the coming term.

We would appreciate an opportunity to discuss this proposal further. Please let us know a convenient time for you to meet or speak.

Thank you for your continued partnership. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]