

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the extension of our licensing agreement, originally set to expire on [original expiration date].

As we discussed, I believe that extending our agreement would be beneficial for both parties and allow us to continue building on our successful collaboration. I would appreciate any updates you could provide regarding this matter.

Thank you for your attention, and I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]