

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current licensing agreement, which is set to expire on [Expiration Date]. Given the successful collaboration between our organizations, we believe extending the agreement would be mutually beneficial.

Over the course of our partnership, we have achieved significant milestones, including [briefly mention achievements or successes]. We are confident that extending the agreement will allow us to continue building on this success and further enhance our relationship.

We would appreciate the opportunity to discuss this request at your earliest convenience. Please let us know a suitable time for us to connect or if you require any additional information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]