

Inquiry Regarding Licensing Agreement Extension

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending our current licensing agreement, which is set to expire on [Expiration Date]. We have been very pleased with our collaboration and would like to discuss the continuation of our partnership.

As we approach the expiration date, we would appreciate your thoughts on renewing the agreement and any revisions you might propose. If convenient, please let us know a suitable time for a meeting to discuss this matter further.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]