

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express our intent to renew the licensing agreement between [Your Company] and [Recipient Company], which is set to expire on [Expiration Date]. We have greatly benefited from this partnership and are eager to continue our collaboration.

We would like to propose renewing the agreement for an additional [Duration] under the same terms and conditions as outlined in the original contract, with the possibility of negotiating any necessary adjustments to meet our evolving needs.

Please let us know a convenient time for you to discuss this further. We are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]