

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the licensing agreement between [Your Company Name] and [Recipient Company Name] dated [Original Agreement Date]. The current agreement is set to expire on [Expiration Date], and we would like to discuss the possibility of extending this agreement.

Our collaboration has proven mutually beneficial, and we believe that an extension would allow us to continue building on our success. We are committed to maintaining the high standards of our partnership and are eager to explore further opportunities for growth.

We kindly ask to schedule a meeting to discuss the terms and conditions for the extension at your earliest convenience. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]