

# Energy Procurement Agreement Renewal Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to you regarding the upcoming expiration of our current Energy Procurement Agreement, which is set to conclude on [Insert Expiration Date]. We wish to express our intent to renew this agreement and continue our partnership in energy procurement.

Over the past [Insert Duration], our collaboration has resulted in [Briefly Mention Achievements: cost savings, energy efficiency, sustainability improvements, etc.]. We believe that by renewing our agreement, we can build on these successes and further enhance our energy strategies.

We propose the following terms for the renewal:

- Renewal Period: [Insert Duration]
- Pricing Structure: [Insert Pricing Details]
- Forecasted Energy Needs: [Insert Forecast Details]

We are open to discussing any revisions or enhancements you might suggest for the terms mentioned above. We look forward to your feedback and to continuing our successful collaboration.

Thank you for your attention to this matter. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]