

# **Subject: Reminder: Supplier IP Agreement Renewal**

Dear [Supplier's Name],

I hope this message finds you well. We are writing to remind you that the Intellectual Property (IP) Agreement between [Your Company Name] and [Supplier's Company Name] is approaching its expiration date on [Expiration Date].

To ensure continuity and to protect our mutual interests, we would like to initiate the renewal process of the IP Agreement. Please review the terms outlined in the original agreement and let us know if you have any questions or require any changes.

We appreciate your cooperation and look forward to continuing our valued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]