

Joint Venture Agreement Renewal Request

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. We are approaching the expiration date of our existing joint venture agreement dated [Insert Date of Original Agreement]. In light of the successful partnership and mutual benefits we have experienced, we would like to formally request a renewal of our agreement.

Over the past years, our collaboration has yielded significant achievements, including [briefly mention key achievements]. This renewal will allow us to continue building on our success and exploring further opportunities together.

We propose to discuss the terms of the renewal at your earliest convenience. Please let us know your available dates for a meeting or if you prefer to address this matter over email.

Thank you for considering our request. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]