

Partnership Renewal Agreement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of our current partnership agreement dated [Insert Date], I would like to formally request the renewal of our partnership.

Over the past [duration of partnership], we have achieved significant milestones together, and I believe that continuing our collaboration will allow us to build upon this success. [Briefly mention any specific achievements or positive outcomes of the partnership.]

I propose that we schedule a meeting to discuss the terms and conditions of the renewal and explore any enhancements that could benefit both parties involved. Please let me know your availability in the coming weeks.

Thank you for your attention to this matter. I look forward to the opportunity to continue our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]