

# Partnership Portfolio Management Renewal Notification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We would like to take this opportunity to express our gratitude for your continued partnership with [Your Company Name].

This letter serves as a formal reminder that your portfolio management agreement is set to expire on [Expiration Date]. We invite you to review the upcoming renewal of our partnership and the services we provide.

To ensure the continuity of our collaboration and the ongoing management of your portfolio, please find attached the renewal agreement for your review. We encourage you to reach out if you have any questions or require further clarification.

We appreciate your trust in us and look forward to another successful year working together. Please confirm your intention to renew by [Response Deadline].

Thank you once again for your partnership.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]