

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration date of our current agreement dated [Original Agreement Date], I would like to suggest the renewal of our partnership. Over the past [Duration of Agreement], I believe we have achieved significant milestones together, and I am confident that continuing our collaboration will yield even greater results.

To facilitate this renewal, I propose setting up a meeting at your earliest convenience to discuss the terms and any potential adjustments that could enhance our agreement. Please let me know your availability for next week, or feel free to propose a time that suits you best.

Thank you for considering this proposal. I look forward to your positive response and to continuing our successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]