

Letter of Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We have greatly valued our collaboration on the [Project Name] and are reaching out to discuss the possibility of renewing our partnership for the upcoming phases of the project.

Given the success we've had thus far and the synergies we've built, we believe that extending our collaboration can lead to even greater outcomes. We are keen to explore new opportunities and approaches that can enhance our efforts.

Please let us know a convenient time for you to discuss this further. We are looking forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]