

Partnership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company 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 Agreement Date], I would like to formally request the renewal of our business partnership.

Over the past [duration of partnership], our collaboration has proven to be highly beneficial for both parties, and I believe there is still much more we can achieve together. [Briefly mention any achievements or positive outcomes from the partnership.]

We are eager to continue this successful partnership and explore new opportunities for collaboration. To facilitate the renewal process, I propose that we schedule a meeting at your earliest convenience to discuss any terms and adjustments that may be necessary.

Thank you for considering this request. I look forward to your positive response.

<pSincerely,

[Your Name]

[Your Position]

[Your Company Name]