

Partnership Agreement Extension

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. As our current partnership agreement is approaching its expiration date on [Insert Expiration Date], we would like to take this opportunity to formally discuss the extension of our partnership.

Over the past [duration of partnership], we have greatly valued our collaboration and the mutual benefits it has brought to our organizations. We believe that extending our partnership will further enhance our capabilities and service offerings.

We propose to extend the partnership agreement for an additional [insert duration], with the same terms and conditions or any adjustments that may be agreeable to both parties.

Please let us know a convenient time for us to discuss this proposal further. We are optimistic about the future of our partnership and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]