

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request the renewal of our cooperative agreement, originally established on [original agreement date]. This partnership has significantly contributed to [briefly describe the benefits or impacts of the agreement].

We propose to extend the agreement for an additional [duration of renewal], during which we aim to [outline objectives or goals of the renewed agreement]. We believe that continuing our collaboration will further enhance our mutual goals and impact.

Please let us know if you require any additional information or amendments to the initial agreement. We are eager to continue this positive partnership and look forward to your favorable response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]