

Joint Venture Contract Renewal

Date: [Insert Date]

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

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

Subject: Renewal of Joint Venture Contract

Dear [Recipient's Name],

We are writing to express our intention to renew the existing joint venture agreement between [Your Company Name] and [Recipient's Company Name] that is set to expire on [Expiration Date]. We believe that the partnership has been mutually beneficial and would like to explore the terms for renewal.

We propose to discuss the following key points during our meeting scheduled for [Specify Date and Time]:

- Review of the past performance of the joint venture
- Renewal terms and conditions
- Future goals and objectives

We appreciate your collaboration and look forward to continuing our successful partnership.

Thank you for your attention, and please feel free to contact me at [Your Phone Number] or [Your Email Address] with any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]