

Request for Partnership Extension

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]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current partnership agreement between [Your Company Name] and [Recipient's Company Name], which is set to expire on [Expiration Date].

We have greatly valued our collaboration and the positive results it has yielded. In light of our successful endeavors together, we believe that extending our partnership would be mutually beneficial and allow us to continue building on our achievements.

We propose to extend our partnership for an additional [proposed duration] under the existing terms, with opportunities to discuss any necessary adjustments that may enhance our cooperation moving forward.

Please let me know a convenient time for us to discuss this further. We are eager to continue this fruitful partnership and are hopeful for your positive consideration of our request.

Thank you for your time and attention. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]