

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to inform you of some updated terms regarding the extension of our business agreement.

Effective [Start Date of New Terms], the following updates will be implemented:

- **Term Duration:** The partnership will be extended for an additional [number of years/months].
- **Financial Commitments:** [Details of any changes in financial obligations or profit-sharing agreements].
- **Performance Metrics:** [Outline any new performance indicators or targets].
- **Communication Procedures:** [Any changes in how partners will communicate about ongoing projects].

We believe these updates will enhance our collaboration and lead to mutual success. Please review the revised terms and feel free to reach out with any questions or concerns.

We look forward to your confirmation of these new terms.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]