

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of our Supply Agreement that is set to expire on [Insert Expiration Date]. Over the past [insert duration], our partnership has been mutually beneficial and has yielded positive results for both our companies.

As we continue to navigate the challenges and opportunities within our industry, I believe that renewing our agreement will enable us to further enhance our collaboration and drive continued growth. We value the trust and reliability that [Recipient Company Name] has consistently provided.

We would appreciate the opportunity to discuss the terms of our renewed agreement at your earliest convenience. Please let us know a suitable time for you to meet.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]