

Contract Renewal Request for Licensing Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of the Licensing Agreement between [Your Company Name] and [Recipient's Company Name], which is set to expire on [Expiration Date].

We have greatly valued our partnership and believe that renewing this agreement will be mutually beneficial. We have seen significant success throughout the term of our current contract, and we are eager to continue this collaboration.

Please let us know the necessary steps to initiate the renewal process. We are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]