

Agreement Renewal Terms Suggestion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Proposal for Renewal of Agreement

Dear [Recipient's Name],

We would like to take this opportunity to discuss the upcoming renewal of our agreement originally dated [Original Agreement Date]. As the end date approaches, we want to ensure that the terms continue to align with both parties' needs.

Proposed Terms for Renewal:

- Duration of Renewal: [Insert Proposed Duration]
- Revised Payment Terms: [Insert Proposed Payment Terms]
- Updated Scope of Work: [Insert Updated Scope Details]
- Review and Adjustment Clauses: [Insert Proposed Clauses]

We believe these adjustments will enhance our collaboration and ensure mutual benefit moving forward. We would appreciate the opportunity to discuss this proposal in further detail at your earliest convenience.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]