

Annual Sponsorship Agreement Renewal Notification

[Your Organization's Letterhead]

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We hope this message finds you well. As we approach the expiration of our current sponsorship agreement dated [Original Agreement Date], we would like to take the opportunity to express our sincere gratitude for your continued support of [Your Organization's Name]. Your partnership has played a significant role in our achievements over the past year.

We believe that our collaboration has been mutually beneficial, and we would be thrilled to continue this partnership into the upcoming year. We are excited to propose the renewal of our sponsorship agreement for the period of [Start Date] to [End Date].

Enclosed with this letter is the revised sponsorship agreement outlining the updated terms. We encourage you to review the document at your convenience. If you have any questions or would like to discuss specific terms further, please do not hesitate to reach out.

We genuinely hope to continue our partnership and look forward to another year of success together. Please confirm your interest in renewing the agreement by [Response Deadline].

Thank you once again for your invaluable support.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]