

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Renewal of Distributorship Agreement

I hope this message finds you well. I am writing to formally request the renewal of our distributorship agreement, which is set to expire on [expiration date].

Over the past [duration of the partnership], we have successfully collaborated to promote and distribute your products in [mention the market or region]. Our joint efforts have resulted in [mention any achievements, growth or milestones].

As we look forward to continuing this successful partnership, I propose the renewal of our agreement for an additional [mention duration]. We are committed to enhancing our efforts in promoting your brand and expanding our outreach in the market.

Please let us know the necessary steps to facilitate this renewal. I would appreciate the opportunity to discuss any updates to the terms or conditions of our agreement.

Thank you for your continued trust in our capabilities. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]