

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

[Partner's Name]
[Partner's Title]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Renewal Agreement

We are pleased to inform you that we are interested in renewing our partnership agreement with [Partner's Company Name]. Our collaboration has yielded great success, and we look forward to continuing this mutually beneficial relationship.

As per our previous discussions, we propose the following terms for the renewal:

1. ****Duration of Partnership****: [Specify duration]
2. ****Responsibilities****: [Outline responsibilities of each party]
3. ****Financial Terms****: [Specify any financial agreements, if any]
4. ****Goals for the Upcoming Period****: [Outline major goals]

We believe that by extending our partnership, we can achieve even greater results together. Please review the terms outlined above and let us know if they meet with your approval or if any adjustments are necessary.

We look forward to your response and hope to formalize the renewal soon.

Best regards,

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