

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Title]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Renewal

We are writing to formally discuss the renewal of our partnership agreement, which is set to expire on [expiration date]. Our collaboration has been mutually beneficial, and we are excited about the possibility of continuing our work together.

In our previous term, we achieved [briefly mention key achievements or milestones]. We believe that with another term, we can build on these successes and explore new opportunities for growth.

We propose the following terms for the renewal:

- [Outline any changes in terms, responsibilities, or expectations]
- [Discuss any new initiatives or goals for the partnership]

Please let us know your thoughts on these terms, and if you have any additional suggestions. We are committed to ensuring that both parties continue to benefit from our partnership.

We look forward to your positive response and continuing our successful collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]