

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the renewal of our sponsorship agreement, which is set to expire on [expiration date]. We have greatly valued our partnership and the positive impact it has had on [briefly describe the project/event/community].

[Optional: Highlight specific achievements or benefits from the previous sponsorship period.]

As we look forward to the upcoming year, we are excited to continue our collaboration and enhance [mention any potential expansions or new opportunities]. We believe this renewal will be mutually beneficial and further strengthen our relationship.

Please find attached the proposed terms for the renewal and any additional materials that may be of interest. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your continued support, and I look forward to your positive response.

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]