

[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],

Subject: YYZ Agreement Renewal

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

We have greatly valued our partnership and the mutual benefits derived from this agreement. Given our positive experience, we would like to propose renewing the agreement under the same terms and conditions. Please let us know if you are open to this renewal or if there are any adjustments you would like to discuss. We are keen to continue our collaboration and are confident that it will yield further success. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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