

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient 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 appreciated the collaboration and successes from our current agreement and would like to discuss the terms for the renewal.

Please let me know a suitable time for us to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]