

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

Dear [Recipient Name],

Subject: Renewal of Partnership Contract

I hope this letter finds you well. As we approach the expiry date of our current partnership contract dated [original contract date], I would like to discuss the renewal of our collaboration.

We have greatly valued our partnership with [Recipient Company] and the positive outcomes we have achieved together, including [briefly mention successful projects or collaborations]. In light of this, we are eager to continue our partnership and build upon our shared successes.

We propose to renew the contract for an additional term of [duration of renewal] with the same terms and conditions, and we are open to discussing any adjustments to better serve our mutual interests.

Please let us know your availability for a meeting to discuss this further. We believe that there are many more opportunities to explore together, and we are excited about the possibility of continuing our work with you.

Thank you for your attention to this matter. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Company]