

Request for Renewal of Agreement

Date:

To:

Subject: Request for Renewal of Agreement

Dear ,

I am writing to formally request the renewal of the agreement dated between and . The agreement is set to expire on , and we wish to continue our partnership under the current terms and conditions.

Please let us know your decision at your earliest convenience. If you have any questions or would like to discuss any changes, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,