[NAME AND ADDRESS]

[DATE]

**Notice of Renewal of Agreement**

Dear [ADDRESSEE],

Reference is made to the AGREEMENT (as amended from time to time) (the “**Agreement**”) between [*NOTIFYING PARTY NAME*] (“**we**” or “**our**”) and [*NOTIFIED PARTY NAME*] (“**you**” or “**your**”). Unless otherwise defined in this letter, capitalized terms shall have the meanings assigned to them in the Agreement.

In accordance with Section[s] [*NUMBER(S)*] of the Agreement, we hereby notify you that we are exercising our right to renew the Agreement. The Renewal Term will commence upon the expiration of the [Initial Term/Renewal Term/Agreement], which is set to expire on [DATE].

Please direct any questions to [NAME], [TITLE], [DIVISION/COMPANY], at [TELEPHONE NUMBER/EMAIL ADDRESS/BOTH].

Yours truly,

[*NOTIFYING PARTY NAME]*

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [NAME]

Title: [TITLE]