

Provisional 4HB Business Letter for Partnership Renewal

Subject: Renewal of Our 4HB Business Partnership

Dear Ms. Grant,

It has been a pleasure working with your organization over the past year. As our agreement is nearing its end, we wish to renew our partnership under the 4HB business values that have guided our success together—Honesty, Hard Work, Humility, and High Standards.

Please review the enclosed proposal for renewal terms. We welcome your suggestions and any adjustments to better suit your future goals.

We appreciate your trust and look forward to continuing this positive collaboration.

Sincerely,

Emily Carter

Partnership Coordinator

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