

Supplier Contract Renewal Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally request the renewal of our existing supplier contract, initially established on [Insert Contract Start Date], for the supply of [Insert Goods/Services].

As our partnership has been mutually beneficial, we believe that continuing our collaboration will allow both parties to further capitalize on our combined strengths. We would like to propose the renewal of the contract for an additional term of [Insert Duration].

Please let us know your availability for a discussion regarding the terms and any necessary adjustments that may be required. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]