

Vendor Contract Renewal Inquiry

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inquire about the renewal of our vendor contract, which is set to expire on [expiration date]. We have valued our partnership and would like to discuss the terms for renewal.

Please let us know a convenient time for you to discuss this matter further. We look forward to continuing our collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]