

Proposal for Vendor Terms Renewal

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current agreement, we would like to initiate discussions regarding the renewal of our vendor terms with [Vendor's Company Name].

We have greatly valued our partnership and appreciate the quality of services/products that you have provided. In reviewing our current terms, we believe that a renewal could be mutually beneficial, and we would like to suggest the following proposals:

- Extension of the contract duration to [new term, e.g., 12 months].
- Adjustment of pricing based on our projected volumes for the next term.
- Increased support services included within the terms.

We believe that these adjustments will help foster a stronger partnership moving forward. We are keen to hear your thoughts on this proposal and to discuss potential modifications that may be necessary.

Please let us know a convenient time for you to meet and discuss this further. We look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]