

Request for Extended Vendor Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an extension of our current vendor contract, which is set to expire on [Contract Expiration Date]. Over the course of our partnership, we have greatly appreciated your services and expertise, and we believe that extending our contract will continue to benefit both parties.

We would like to propose an extension for an additional [duration of extension] under the same terms and conditions as outlined in our existing agreement. We are confident that this will provide us with the opportunity to achieve our mutual goals and strengthen our business relationship.

Thank you for considering our request. I look forward to your positive response. Should you have any inquiries or require further discussion, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company]