

Request for Vendor Contract Continuation

[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 formally request the continuation of our current vendor contract, which is set to expire on [expiration date].

Over the past [duration of the contract], we have greatly appreciated the quality of your services and the support your team has provided. As we look ahead, we believe that extending our partnership will further benefit both organizations.

We would like to propose a meeting to discuss the terms of the contract renewal and explore any new opportunities for collaboration. Please let us know a convenient time for you to meet.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]