

Vendor Agreement Renewal Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the expiration date of our current vendor agreement on [Insert Expiration Date], we would like to inform you that we intend to renew our agreement with [Vendor Name].

We appreciate the services you have provided and look forward to continuing our partnership. Please review the attached agreement for any updates or changes for the upcoming term.

If you have any questions or require further information, please do not hesitate to contact us at your earliest convenience.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]