

Vendor Contract Renewal Confirmation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that we have reviewed and approved the renewal of our contract with [Vendor Company Name] for the services provided. The new contract period will commence on [Start Date] and will conclude on [End Date].

We appreciate your continued partnership and look forward to another successful term together. Please confirm acceptance of this renewal by signing below and returning a copy of this letter to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Signature: _____

Date: _____