

Vendor Service Agreement Renewal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally request the renewal of our Vendor Service Agreement originally executed on [Original Agreement Date]. Your services have been invaluable to our operations, and we would like to continue our partnership.

We would like to propose extending the current agreement under the same terms and conditions for an additional [proposed duration, e.g., one year]. Please let us know if you would like to discuss any adjustments or updates to the agreement.

We kindly ask for your confirmation by [Response Date] to ensure a seamless transition into the renewed agreement.

Thank you for your continued support and collaboration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]