

# Vendor Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Vendor Name]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. As we approach the expiration date of our current contract dated [Insert Start Date] for [Specify Service/Product], we would like to formally request the renewal of our vendor contract.

We have appreciated the services provided by [Vendor Company Name] over the past term and are keen to continue our partnership. Please let us know your thoughts on renewing the contract and any terms or conditions you may wish to discuss.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]