

Hospitality Supplier Renewal Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. As we approach the conclusion of our current agreement, we would like to discuss the renewal of our partnership.

Our collaboration has been essential in providing top-notch services to our clients, and we are eager to continue this relationship. We would appreciate it if you could confirm your willingness to renew the agreement and provide any updates or changes to your terms or services.

Please feel free to reach out to us at your earliest convenience to discuss this further. We look forward to your prompt response.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]