

# Vendor License Renewal Follow-Up

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. This is a friendly reminder regarding the renewal of your vendor license, which is due on [Insert Due Date]. To ensure uninterrupted service and compliance with local regulations, we kindly ask that you complete the renewal process at your earliest convenience.

If you have already submitted your renewal application, please disregard this notice. However, if you have any questions or require assistance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]