

Vendor License Renewal Reminder

Date: [Insert Date]

Dear [Vendor Name],

This is a friendly reminder that your vendor license is set to expire on [Expiration Date]. To ensure no interruption in your services, please submit your renewal application along with the required documentation by [Renewal Deadline].

Should you have any questions or require assistance with the renewal process, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]