

Vendor License Renewal Update

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. We would like to inform you that your vendor license is due for renewal on [Renewal Due Date]. In order to ensure uninterrupted service, please submit your renewal application along with the necessary documents by [Submission Deadline].

For your convenience, the required documents include:

- Completed renewal application form
- Proof of insurance
- Updated business information

If you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]