

# Inquiry for Continued Vendor Services

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We have appreciated the services that [Vendor Company Name] has provided to us over the past [duration of service]. As we approach the end of our current agreement, we would like to inquire about the possibility of continuing our partnership.

We value the quality of service driven by your team and would like to discuss potential terms for extending our current contract. Please let us know your availability for a meeting to explore this further.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]