

Vendor Agreement Extension Proposal

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to formally propose an extension of our current vendor agreement dated [Original Agreement Date], which is set to expire on [Expiration Date].

Due to [insert reason for extension, e.g., satisfactory services, ongoing project requirements], we would like to extend the agreement for an additional [length of extension, e.g., 6 months, 1 year].

The terms and conditions of the current agreement will remain in effect during the extension period, with the following modifications, if any: [List any changes].

We appreciate your partnership and look forward to continuing our collaboration. Please let us know your thoughts on this proposal by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]