

Vendor Contract Renewal Negotiation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the end of our current contract dated [insert contract date], we would like to discuss the possibility of renewing and potentially revising our agreement to better align with our mutual goals for the upcoming period.

Over the past year, we have appreciated the quality of service and products provided, and we believe there are opportunities for us to further enhance our cooperation. To that end, we would like to propose a meeting to discuss the terms of the renewal, including pricing and service level adjustments.

Please let us know your availability for a meeting within the next two weeks. We are looking forward to continuing our partnership and exploring how we can work together more effectively.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]