

Vendor Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. As we approach the expiration of our current contract dated [insert contract date], we would like to formally request the renewal of our vendor agreement.

We have greatly appreciated your services and believe that continuing our partnership will be mutually beneficial. We kindly ask you to provide any amendments or updates you would like to discuss for the renewed contract.

Please let us know your availability for a meeting to discuss this further. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]