

Vendor Contract Renewal Template

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Ongoing Contract Renewal Notification

Dear [Vendor's Name],

We hope this message finds you well. As we approach the expiration date of our current contract dated [insert contract date], we want to discuss the renewal of our ongoing partnership.

We have appreciated the quality of service and support you have provided and would like to proceed with discussions regarding the terms and conditions for the renewal of the contract.

Please let us know your availability for a meeting to discuss the details further. We aim to finalize the renewal by [insert desired date].

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]