

# Vendor Partnership Renewal Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

## **Subject: Renewal of Vendor Partnership**

Dear [Vendor Contact Name],

We hope this letter finds you well. As we approach the expiration of our current partnership agreement, we would like to express our appreciation for the successful collaboration we have had with [Vendor Company Name]. Your dedication to providing quality service and support has been invaluable to our operations.

We are pleased to inform you that we would like to renew our partnership for another term. We believe that our continued collaboration will further benefit both parties and strengthen our relationship.

Please find enclosed the updated partnership agreement for your review. We have made a few minor adjustments to reflect our evolving business needs and ensure continued success.

We kindly ask you to review the enclosed document and return a signed copy by [Due Date]. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you once again for your commitment to our partnership. We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]