

Vendor Renewal Agreement Acceptance

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are pleased to inform you that we accept the terms of the renewal agreement as outlined in your proposal dated [Insert Proposal Date]. We appreciate your continued partnership and the quality of service you provide.

The renewal will be effective from [Insert Effective Date] and will continue for [Insert Duration]. Please confirm your acceptance by signing and returning a copy of this letter.

Thank you for your contribution to our business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]