

# Vendor Service Contract Renewal Notification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to formally notify you of the upcoming expiration of our current service contract, originally dated [Insert Start Date], which is set to expire on [Insert Expiration Date].

We would like to express our satisfaction with your services and are interested in renewing the contract for an additional [Insert Duration] under the same terms and conditions. Please confirm your agreement and let us know if you have any updates or changes to propose.

We appreciate the partnership we have built and look forward to continuing our collaboration. Kindly confirm your acceptance of the renewal by [Insert Response Deadline].

Thank you for your attention to this matter. If you have any questions, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]