

# Vendor Supply Renewal Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this letter finds you well. We are writing to formally notify you that our contract for the supply of [Product/Service] is due for renewal on [Renewal Date].

We appreciate the quality service and products you have provided us over the past [Duration of Contract], and we would like to continue our partnership. Please find attached the renewal terms for your review.

It would be great to discuss any changes or updates necessary during this renewal period. We are looking forward to your response by [Response Deadline].

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]