

# Vendor Contract Renewal Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As the expiration date of our current contract is approaching, we would like to discuss the renewal of our agreement.

Your services have been invaluable to our operations, and we are eager to continue our partnership. The current contract is set to expire on [Insert Expiration Date]. We would like to explore the possibilities of renewing the contract for another term.

Please let us know a suitable time for you to discuss the terms and conditions of the renewal. We look forward to your prompt response.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]