

# Inquiry for Vendor Agreement Renewal

Dear [Vendor Name],

I hope this message finds you well. We are reaching out to discuss the upcoming renewal of our vendor agreement, which is set to expire on [Expiration Date].

As we have greatly valued our partnership, we would like to inquire about the renewal process and any changes that may be necessary for the new term. We are particularly interested in discussing [specific terms or considerations, if any].

Could you please provide us with the details regarding the renewal at your earliest convenience? We look forward to continuing our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]