

# Vendor Service Renewal Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you that the service agreement between [Your Company Name] and [Vendor Name] is approaching its renewal date, set for [Insert Renewal Date].

We appreciate the services you have provided thus far and are looking forward to continuing our partnership. Please confirm your willingness to renew the service agreement by [Insert Confirmation Deadline]. If you have any updates or changes to propose, we would be happy to discuss these with you.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]