

Dear [Vendor's Name],

This is a reminder that your contract with [Company Name] is set to expire on [Expiration Date]. We greatly value your services and would like to discuss the possibility of renewal.

Please let us know a suitable time for us to connect and discuss terms for a potential extension. Your continued partnership is important to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]