

Renewal Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[Supplier City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you that the current supplier agreement between [Your Company Name] and [Supplier Name], dated [Original Agreement Date], is set to expire on [Expiration Date].

We value our partnership and would like to discuss the renewal of our agreement to ensure the continuation of our successful collaboration. Please let us know a convenient time for you to discuss any updates or changes to the terms of our agreement.

We look forward to your prompt response and to continuing our valued relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]