

# Reminder: Upcoming Vendor Agreement Expiry

Dear [Vendor Name],

We hope this message finds you well. This is a friendly reminder that your current vendor agreement with us is set to expire on [Expiration Date]. We appreciate the partnership we have built and would like to discuss the possibility of renewing our agreement.

Please let us know your availability for a meeting to discuss the terms of renewal. 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]