

Vendor Contract Renewal Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. We would like to inform you that the current vendor contract between [Your Company Name] and [Vendor Name] will expire on [Contract Expiration Date]. As we value our partnership, we are pleased to notify you that we are interested in renewing the contract.

Please let us know if you are willing to discuss the terms of the renewal and any adjustments that may be needed. We would appreciate your response by [Response Deadline].

Thank you for your continued service. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]