

Vendor Partnership Renewal Alert

Dear [Vendor Name],

We hope this message finds you well. As we approach the renewal date of our partnership, we would like to take this opportunity to express our gratitude for your support and collaboration over the past year.

Our partnership has been instrumental in achieving mutual success, and we are eager to explore the possibilities for continued growth together.

Please review the renewal terms attached and let us know if you have any questions or require further discussion.

We look forward to your response no later than [Renewal Response Deadline].

Thank you for your attention to this matter!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]