

Vendor Partnership Renewal Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are writing to express our intention to renew our vendor partnership with [Vendor Company Name]. Over the past [number of years/months], we have greatly appreciated the quality of service and products you have provided, which have significantly contributed to our success.

As we look forward to continuing our collaboration, we would like to propose a meeting to discuss the terms of the renewal and any updates or changes that may be necessary. We believe that both parties can greatly benefit from this partnership moving forward.

Please let us know your availability for a meeting during the next few weeks. We are eager to set a date that works for both teams to ensure a seamless transition into the next phase of our partnership.

Thank you for your continued support and collaboration. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]