

# Renewal Agreement for Vendor Services

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are pleased to inform you that we have decided to renew our agreement for vendor services with you. This renewal will be effective from [Start Date] to [End Date]. We value the services you have provided and look forward to continuing our partnership.

## Terms of Renewal:

- Service Description: [Description of services]
- Payment Terms: [Payment details]
- Duration: [Duration of the agreement]
- Other Terms: [Any additional terms]

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of the renewal terms.

Thank you for your continued support and services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]