

Letter of Request for Vendor Partnership Continuation

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Vendor's Name]
[Vendor's Title]
[Vendor's Company Name]
[Vendor's Company Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this letter finds you well. I am writing to express our interest in continuing our partnership with [Vendor's Company Name]. Over the past [duration of the partnership], we have greatly valued the collaboration and the mutual benefits it has provided.

As we approach the end of our current agreement, we would like to discuss the possibility of renewing our partnership for another term. We believe that our combined efforts can lead to even greater success in the future.

Please let us know a convenient time for you to discuss this further. We are eager to explore the possibilities of our continued partnership and are confident that together we can achieve remarkable results.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]