

# Vendor Contract Renewal Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to inform you that the contract between [Your Company Name] and [Vendor's Name] is approaching its expiration date on [Expiration Date]. We would like to discuss the renewal of our existing contract.

Please confirm your interest in renewing the contract by [Response Date]. We value our partnership and look forward to continuing our collaboration.

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Contact Information]