

Dear Valued Vendor,

We hope this message finds you well. We are writing to inform you that your participation in our Vendor Loyalty Reward Program is due for renewal.

Your continuous partnership and support have been invaluable to us, and we would like to offer you the opportunity to renew your membership in our loyalty program. By renewing, you can continue to enjoy the exclusive benefits, rewards, and recognition that come with being a part of our program.

Renewal Details:

- **Renewal Deadline:** [Insert Date]
- **Program Benefits:** [List Benefits]
- **Action Required:** [Instructions to Renew]

Please do not hesitate to reach out if you have any questions or need assistance during the renewal process. We look forward to continuing our successful partnership.

Thank you for your loyalty!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]