

Vendor Agreement Extension Proposal

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to discuss the possibility of extending our current vendor agreement that is set to expire on [Insert Expiration Date]. Our collaboration has been beneficial, and we would like to continue our partnership.

In light of our successful working relationship, we propose to extend the terms of our agreement for an additional [Insert Duration] under the same conditions as outlined in the original contract.

Please let us know a convenient time for us to discuss this proposal further. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]