

# Vendor Contract Continuation Proposal

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the expiration of our current contract dated [Insert Contract Start Date], we would like to express our desire to continue our partnership with [Vendor Company Name]. Your services have been invaluable in supporting our operations.

To that end, we propose an extension of our existing contract for an additional term of [Insert Duration of Extension]. We believe this continuation will be mutually beneficial and allow us to build upon the successes we have achieved together.

We would like to schedule a meeting to discuss the terms of the extension and any potential adjustments to the scope of work or pricing structure. Please let us know your availability for a discussion in the coming weeks.

Thank you for your continued support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]