

Vendor Contract Renewal Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current contract, we would like to formally request the renewal of our vendor agreement dated [Insert Contract Start Date].

Over the past [duration of partnership], we have greatly valued our partnership and the services your team has provided. We believe that continuing this collaboration will be beneficial for both parties.

Please let us know if there are any changes or updates on your side that we should be aware of as we prepare for the renewal process. We would appreciate receiving a copy of the renewal contract at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]