

Vendor Engagement Renewal Notice

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current engagement term, we would like to take this opportunity to express our appreciation for the valued partnership we have shared.

We are pleased to inform you that we are interested in renewing our engagement with [Vendor's Company Name] for another term. We believe that the collaboration has brought great results, and we look forward to continuing our work together.

Please find attached the renewal terms and conditions for your review. We would appreciate it if you could provide your feedback by [Insert Deadline]. If you have any questions or require further clarification, feel free to reach out.

Thank you for your continued partnership, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]