

# Vendor Service Agreement Renewal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this letter finds you well. As we approach the end of our current service agreement dated [Insert Original Agreement Date], we would like to initiate the renewal process.

We have been satisfied with the services provided and would like to continue our partnership. We propose to renew the agreement under the same terms and conditions, with the following key changes:

- [Change 1]
- [Change 2]
- [Change 3]

Please confirm your agreement to the renewal and any amendments by [Insert Response Due Date]. If you have any questions or need to discuss further details, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]