

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to discuss the renewal of our current Vendor Supply Agreement, which is set to expire on [Insert Expiration Date]. We appreciate the partnership we have developed with [Vendor Name] over the past [Insert Duration] and are keen to continue our collaboration.

As we approach the renewal date, we would like to propose extending our agreement for an additional [Insert Duration] under the same terms and conditions, with the following considerations:

- [Insert Consideration 1]
- [Insert Consideration 2]
- [Insert Consideration 3]

Please review this proposal and let us know your thoughts. We believe this partnership is beneficial for both parties and look forward to your positive response.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]