

Vendor Terms Renewal Proposal

Date: [Insert Date]

[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 vendor agreement dated [Insert Agreement Date], we would like to take this opportunity to discuss the renewal of our terms and conditions.

As you are aware, our partnership has proven beneficial and we are eager to continue our relationship. Here are the proposed terms for the renewal:

- **Duration:** [Proposed Duration]
- **Pricing:** [Proposed Pricing Structure]
- **Payment Terms:** [Proposed Payment Terms]
- **Services Included:** [List of Services]

We believe these terms reflect our mutual interests and will enhance our ongoing cooperation. Please review the proposal and let us know if you have any questions or require further clarification.

We would appreciate the opportunity to discuss this proposal at your earliest convenience. Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]