

# Vendor Service Contract Renewal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you that we wish to renew our service contract with [Vendor Company Name] for another [insert duration] period. The current contract is set to expire on [insert expiration date], and we have been satisfied with the services provided.

As per our agreement, we would like to discuss any necessary adjustments to the terms or pricing to better reflect current market conditions and our evolving needs. Please let us know a suitable time for you to discuss this further.

We appreciate the partnership and look forward to continuing our successful relationship.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]