

Vendor Service Renewal Agreement

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Representative's Name],

We are writing to confirm the renewal of our service agreement with [Vendor Name]. As per our previous discussions, we would like to continue utilizing your services for an additional term.

Details of the renewed agreement are as follows:

- **Service Description:** [Brief description of services]
- **Renewal Term:** [Start Date] to [End Date]
- **Compensation:** [Fee or payment terms]

Please review and confirm your acceptance of this renewal agreement by signing and returning a copy of this letter by [Response Deadline].

We appreciate your continued partnership and look forward to working together in the upcoming term.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Vendor Acceptance

Agreed and accepted by:

[Vendor Representative's Name]

[Vendor Position]

[Vendor Name]

Signature: _____ Date: _____