

Vendor Service Retention Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to confirm the retention of your services for [specify service] as per our agreement dated [specify date]. We appreciate the quality and reliability your services have provided to our business.

Your continuation as our vendor is essential to our operations, and we look forward to our ongoing collaboration. Should any changes or updates arise, we will be sure to communicate promptly.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]