

Follow-Up on Long-Term Contract Discussions

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Supplier's Name]
[Supplier's Title]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the long-term contract between [Your Company] and [Supplier's Company]. We appreciate your insights and proposals, and I believe we are moving in a promising direction.

As we continue to evaluate our options, I would appreciate any updates you might have regarding the terms we discussed. Additionally, if there are any further details from your end that we can assist with, please let me know.

Thank you for your continued partnership and support. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Title]
[Your Company]