

# Supplier Contract Expiry Notice

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally inform you that the contract between [Your Company Name] and [Supplier's Name] will expire on [Expiration Date]. As per the terms outlined in the contract, we wish to discuss the next steps regarding the renewal or termination of our agreement.

To ensure smooth continuity of services, we request that you confirm your intentions regarding the renewal of this contract by [Response Deadline Date]. We value our partnership and are eager to explore opportunities for continued collaboration.

Please feel free to reach out to us if you have any concerns or wish to discuss the matter further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]