

# Garden Maintenance Contract Renewal Reminder

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the expiration date of our current garden maintenance contract on [Insert Expiration Date], we would like to remind you to review our agreement and discuss any updates or changes necessary for the upcoming renewal period.

We appreciate the quality of service you have provided over the past year and look forward to your continued support. Please let us know if you would like to schedule a meeting to discuss the terms of the renewal or if you require any additional information from our side.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]