

# Contract Renewal Request

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

[Vendor's Name]  
[Vendor's Position]  
[Vendor's Company Name]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request the renewal of our existing contract between [Your Company Name] and [Vendor's Company Name] that is set to expire on [Expiration Date].

Given our positive working relationship and the successful collaboration we've had, we are keen to continue this partnership for another term. We believe there are still numerous opportunities for us to grow together and provide mutual benefits.

Please let us know of any documentation or changes that you would require for the renewal process. We look forward to your prompt response and hope to finalize the arrangements soon.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]