

Waste Management Contract Renewal

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of our intention to renew the waste management contract between [Your Company Name] and [Vendor Name] that is set to expire on [Expiration Date]. We appreciate the quality of service we have received thus far and are pleased to continue this partnership.

The terms and conditions as outlined in our existing contract will remain in effect for the renewal period, which we propose to extend for an additional [duration of renewal, e.g., one year]. Please confirm your acceptance of this renewal by signing and returning the attached document by [Response Deadline].

Should you have any questions or require further discussions, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]