

Vendor Agreement Renewal

Date: [Insert Date]

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the renewal date of our existing vendor agreement, we would like to confirm our intention to renew the contract under the same terms and conditions.

Our partnership has been invaluable, and we are excited to continue working together for the upcoming period. If there are any adjustments or additional considerations that need to be discussed prior to finalizing the renewal, please don't hesitate to reach out.

We kindly ask that you provide confirmation of the renewal by [Insert Confirmation Deadline Date].

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]