

Retail Contractor Renewal Agreement

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are pleased to inform you that your current retail contractor agreement will be up for renewal on [Insert Renewal Date]. In light of our performance review, we would like to discuss the terms of your renewal at your earliest convenience.

During our review, we evaluated several key performance indicators including sales metrics, customer satisfaction, and compliance with our operational standards. We appreciate your contributions and commitment to [Company Name].

To facilitate this renewal process, we would like to set up a meeting to discuss your performance review and any changes to the agreement that may be necessary going forward. Please indicate your availability for the upcoming week.

We look forward to continuing our partnership.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]