

Vendor Agreement Renewal Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current retail vendor agreement dated [Insert Agreement Start Date], we would like to discuss the possibility of renewing our partnership.

Over the past [Insert Duration], we have greatly valued your services and believe that our collaboration has yielded significant benefits to both parties. We would like to propose the renewal of our vendor agreement under similar terms.

To facilitate this process, we would appreciate it if you could provide us with any updates or changes you may be considering for the renewed agreement.

We look forward to your positive response and continuing our successful partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]