

Retail Vendor Contract Review and Renewal

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. As we approach the end of our current contract dated [Insert Contract Start Date], we would like to initiate a review of our existing agreement and discuss potential renewal options.

We value our partnership and appreciate the services/products you provide. In preparation for our upcoming discussions, we would like to highlight a few key areas for review:

- Performance Metrics
- Pricing Adjustments
- Terms and Conditions
- Delivery Schedules

We propose to meet on [Insert Proposed Date] at [Insert Proposed Time] to discuss these points and explore the future direction of our collaboration. Please let us know your availability.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]