

Partnership Renewal Notice

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current partnership agreement, we would like to take this opportunity to express our appreciation for the valued relationship we have built with you.

We would like to inform you that our partnership is due for renewal on [Renewal Date]. We are interested in continuing our collaboration and would like to discuss the terms of our renewed agreement.

Please let us know a convenient time for you to meet and discuss this. We look forward to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]