

Vendor Service Renewal Agreement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that [Your Company Name] wishes to renew the service agreement with [Vendor Name] for another term. The original agreement, dated [Original Agreement Date], provided invaluable assistance in [Describe the service provided].

The renewal will be effective from [Start Date of Renewal] to [End Date of Renewal]. The terms and conditions of the renewal agreement remain the same as outlined in the original agreement unless otherwise specified.

Please review the attached renewal agreement and return a signed copy by [Deadline Date] to ensure uninterrupted service.

Thank you for your continued partnership. We look forward to working together for another successful term.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]