

Letter of Renewal Terms Discussion

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Renewal Terms Discussion

Dear [Vendor Contact Name],

I hope this message finds you well. As we approach the end of our current agreement, I would like to schedule a meeting to discuss the renewal terms of our partnership.

We have appreciated your services and believe that a review of the terms could benefit both parties. Please let us know your availability for a meeting in the coming days to discuss matters such as pricing, scope of services, and any other changes you might propose.

Thank you for your continued collaboration. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]