

Vendor Agreement Renewal Proposal

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to discuss the upcoming renewal of our vendor agreement which is set to expire on [Insert Expiration Date]. We have greatly valued our partnership and the services you have provided over the duration of our agreement.

In order to ensure the continuity of our operations and services, we would like to propose a renewal of our vendor agreement for an additional [Insert Duration] under the same terms and conditions, with a few adjustments in [mention any specific terms, if applicable].

We believe that this renewal will not only benefit our operations but will also continue to strengthen our partnership. We kindly ask you to review this proposal and provide your feedback by [Insert Feedback Deadline].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]