

# Vendor Agreement Review and Renewal

**Date:** [Insert Date]

**[Your Company Name]**  
[Your Company Address]  
[City, State, Zip Code]

**[Vendor Company Name]**  
[Vendor Company Address]  
[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the renewal date of our vendor agreement dated [Original Agreement Date], we would like to initiate the review process to ensure that our partnership continues to meet both parties' expectations and needs.

We kindly request that you provide any updated pricing, policies, and terms that may have changed since our last agreement. Additionally, if there are any new products or services that you would like to discuss, please include that information as well.

To facilitate this review, we propose a meeting on [Proposed Meeting Date]. Please let us know your availability, or feel free to suggest an alternative date.

Thank you for your attention to this matter. We value our partnership and look forward to continuing a successful relationship.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]