

# Vendor Contract Extension Inquiry

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending our current vendor contract, which is set to expire on [Insert Expiration Date].

Given the successful partnership we have had thus far, we believe that extending our agreement would be mutually beneficial. We are particularly satisfied with [specific service/product] and would like to discuss how we can continue this positive working relationship.

Please let us know your thoughts on this matter, and if possible, we would appreciate a meeting to discuss the specifics of a potential extension. Your timely response would be greatly appreciated.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]