

Vendor Service Agreement Renewal

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. This letter serves as a formal notification regarding the upcoming renewal of our Vendor Service Agreement, originally dated [Original Agreement Date]. As the expiration date approaches on [Expiration Date], we would like to discuss the terms of renewal.

We have appreciated your services and the value you bring to our organization. We propose to continue our collaboration under the current terms or discuss any adjustments as needed.

Please let us know a suitable time for us to discuss this further. We look forward to continuing our successful partnership.

Thank you for your attention to this matter. We eagerly await your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]