

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss the upcoming renewal of our supplier agreement, which is set to expire on [expiration date]. We value our partnership and would like to ensure a seamless continuation of our business relationship.

Could we schedule a time to review the terms of the agreement and discuss any necessary adjustments? I believe it would be beneficial for both parties to address any outstanding issues and align on our expectations for the upcoming term.

Please let me know your availability for a meeting next week. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]