

Supplier Agreement Renewal Notification

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to discuss the upcoming renewal of our supplier agreement, originally signed on [Original Agreement Date]. We have appreciated our collaboration and the value you bring to our partnership.

As we approach the renewal date of [Renewal Date], we would like to review the terms of our existing agreement and discuss any potential changes or updates that could benefit both parties moving forward.

Please let us know your available times for a meeting in the coming weeks so we can ensure a smooth renewal process. We look forward to your reply and continuing our successful partnership.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]