

# Supplier Contract Refresh Discussion

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Discussion on Supplier Contract Refresh

Dear [Supplier Contact Name],

I hope this message finds you well. As we approach the expiration of our current contract, we would like to initiate a discussion regarding the refresh of our supplier agreement.

We value our partnership and believe it is essential to review our terms to ensure mutual benefit and alignment with our current business needs. We would appreciate your insights on the following points:

- Performance Review
- Pricing Adjustments
- Service Level Agreements
- Any New Offerings or Changes

We propose to schedule a meeting at your earliest convenience to discuss these matters in detail. Please let us know your available times.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]