

Supplier Contract Renewal Negotiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier Contact Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. As we approach the expiration of our current contract dated [Insert Contract Date], I would like to initiate discussions regarding the renewal of our supplier agreement.

We have greatly valued our partnership with [Supplier Company Name] and appreciate the quality of service and products you provide. We are interested in discussing terms that would benefit both parties as we move forward.

Could we schedule a meeting at your earliest convenience to discuss this matter further? I believe that a collaborative approach will result in a mutually beneficial agreement.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]