

Dear [Supplier's Name],

We hope this message finds you well. As we approach the expiration of our current service agreement dated [start date], we would like to initiate the renewal process.

Over the past year, we have appreciated your support and the quality of services provided. To ensure a seamless continuation of our collaboration, we propose to renew our agreement for an additional [duration].

Please review the terms of the existing agreement and let us know if you have any updates or changes you would like to discuss. Additionally, we would like to schedule a meeting to go over the renewal details at your earliest convenience.

Thank you for your attention to this matter. We look forward to continuing our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]