

Contract Renewal Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that your current contract with [Your Company Name] is set to expire on [Contract Expiration Date]. We would like to initiate the process for contract renewal.

After reviewing our partnership over the past [duration of the contract], we are pleased to continue our collaboration. We believe that renewing the contract will further enhance our mutual benefits.

Please review the attached contract renewal document. Should you have any questions or require modifications, do not hesitate to contact us by [Contact Information]. We kindly request your confirmation of the renewal by [Response Deadline].

Thank you for your continued partnership. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]