

# Contract Renewal Notification

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the expiration date of our current contract dated [Insert Contract Start Date], we would like to notify you of our intention to renew the contract.

Over the past year, we have appreciated your valuable services and have witnessed the positive impact of our partnership. We believe that continuing our collaboration would be mutually beneficial.

We propose to discuss the terms of the renewal at your earliest convenience. Please let us know a suitable time for us to meet or if you prefer to conduct this discussion via email.

Thank you for your ongoing support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]