

Notice of Contract Renewal

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As we approach the expiration date of our current contract, we would like to inform you that we are considering the renewal of our agreement dated [Insert Original Contract Date].

We value the relationship we have built with your company and would like to discuss the terms of the contract renewal at your earliest convenience. If you are interested in renewing our agreement, please provide us with any updated terms or conditions by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]