

Notice of Vendor Contract Renewal

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you that your current contract with [Your Company Name] for [specific goods/services] is set to expire on [expiration date]. We value our continued partnership and would like to discuss the renewal of our contract.

Please review the terms of the existing agreement and let us know if there are any changes you would like to propose. We believe that renewing our contract will further strengthen our business relationship.

We request that you confirm your intention to renew the contract by [response deadline]. If you have any questions or wish to discuss this matter further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]