

Vendor Agreement Renewal Reminder

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. This is a reminder that your current vendor agreement with [Your Company Name], which commenced on [Start Date], is set to expire on [Expiration Date].

We value the partnership we have built and would like to discuss the possibility of renewing our agreement. Please let us know your availability for a meeting to go over the terms and conditions for the renewal.

Thank you for your attention to this matter, and we look forward to continuing our successful collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]