

Vendor Contract Extension Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that we have decided to extend our contract with [Vendor Name] for an additional [duration] under the existing terms and conditions. This extension will be effective from [Start Date] to [End Date].

We appreciate the value and quality of service that your company has provided, and we look forward to continuing our successful partnership.

Please confirm your acceptance of this extension by signing and returning the attached agreement by [Due Date].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]