

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. As we approach the end of our current vendor agreement, we would like to take this opportunity to discuss the renewal of our partnership.

Your services have been invaluable to us, and we are keen to continue our collaboration. We would appreciate it if you could send us an updated proposal for the renewal terms at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]