

Vendor Agreement Review and Renewal

Date: [Insert Date]

To: [Vendor Name]

[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 dated [Insert Contract Start Date], we would like to initiate the review and renewal process.

We value the partnership we have built and would like to discuss any updates or changes you may have in mind for the upcoming term. Please let us know a convenient time for you to meet, either virtually or in person.

Thank you for your continued support and collaboration. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]