

Vendor Contract Extension Proposal

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Email]
[Your Phone Number]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Company Address]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the end of our current contract dated [Insert Contract Start Date], we would like to propose an extension of our partnership.

Over the past [Insert Duration], we have greatly valued the services you provide and the relationship we have built together. To continue this successful collaboration, we propose extending the contract for an additional [Insert Duration of Extension].

We believe that this extension will enable both parties to achieve greater success and advantages. Please find attached a detailed proposal outlining the terms of the extension.

We are open to discuss this proposal and any modifications you may require. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for considering this extension. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]