

Vendor Engagement Renewal

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that we wish to renew our engagement with [Vendor Name] for the upcoming [specify term: year, quarter, etc.]. Over the past [duration], we have greatly benefited from your services and look forward to continuing our successful partnership.

Please find attached the agreement for your review. If all terms are acceptable, kindly sign and return it by [insert deadline]. If you have any questions or require modifications, do not hesitate to reach out.

Thank you for your continued support. We value our relationship and look forward to many more successful projects together.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]