

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Name]

[Vendor Title]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. As we approach the expiration of our current partnership agreement, we would like to express our appreciation for the successful collaboration we have enjoyed over the past [duration of partnership]. Your support has been invaluable in helping us achieve our goals.

We are eager to renew our partnership and continue working together to achieve mutual success. We believe that by continuing our collaboration, we can explore new opportunities and further enhance our offerings.

Please let us know a convenient time for you to discuss the renewal terms and any new ideas you might have for our ongoing partnership. We look forward to your positive response.

Thank you once again for your support and commitment. We are excited about the possibility of continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]