

Vendor Relationship Renewal

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the expiration of our current contract, we would like to express our satisfaction with the services you have provided throughout our partnership. Your commitment to quality and timely delivery has been invaluable to our operations.

We are interested in renewing our vendor relationship for another term. Please let us know your thoughts on the renewal process and any adjustments that may need to be made to our existing agreement.

Thank you for your continued partnership. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]