

Vendor Service Agreement Continuation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that we would like to continue our service agreement originally established on [Original Agreement Date]. We appreciate the quality of services that you have provided and believe that extending our agreement will be mutually beneficial.

The terms and conditions outlined in our previous agreement will remain in effect unless otherwise amended. We propose to extend our contract for an additional [Duration] under the same terms starting from [Start Date] to [End Date].

Please review the proposed continuation and confirm your acceptance by signing below and returning a copy to us by [Response Deadline]. If you have any questions or require modifications to the terms, do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by Vendor:

[Vendor Contact Name]

Date: _____