

Vendor Supply Agreement Renewal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to discuss the upcoming renewal of our Vendor Supply Agreement, which is set to expire on [Insert Expiration Date]. We have appreciated your services and believe that continuing our partnership will be mutually beneficial.

As we approach the renewal, we would like to ensure that all terms align with our current needs and expectations. To that end, we would appreciate it if you could confirm your willingness to renew the agreement and if any changes to the terms are necessary.

Please let us know a convenient time for you to discuss this further. We look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]