

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As we approach the end of our current contract dated [Insert Original Contract Date], we would like to discuss the possibility of renewing our agreement to continue our fruitful partnership.

We have been pleased with the quality of your products/services and your commitment to meeting our needs. In order to ensure uninterrupted supply and service, we propose the following terms for the renewal:

- Contract Duration: [Insert Duration]
- Pricing: [Insert Pricing Terms]
- Delivery Terms: [Insert Delivery Terms]
- Payment Terms: [Insert Payment Terms]

We believe that renewing our contract under these terms will be mutually beneficial. Please let us know a convenient time for you to discuss this proposal further. We are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]