

Contract Renewal Notification

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally notify you that your contract with [Your Company Name] is approaching its expiration date of [Contract Expiration Date]. We value the partnership we have developed and are interested in discussing the renewal of your contract.

Please let us know a convenient time for you to discuss any updates, adjustments, or terms you wish to consider for the renewal. We are looking forward to continuing our successful collaboration.

Thank you for your attention, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]