

Vendor Service Contract Renewal

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are pleased to inform you that we wish to renew our vendor service contract with [Vendor's Company Name], which is set to expire on [Expiration Date]. We have greatly appreciated your services and would like to continue our partnership for another term.

The terms and conditions of the renewed contract will remain the same unless otherwise discussed. Please confirm your acceptance of this renewal by signing and returning the enclosed contract by [Return Date].

If you have any questions or would like to discuss any changes, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]