

Terms Review for Supplier Contract Renewal

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

As we approach the expiration date of our current contract, we would like to initiate a review of the terms associated with our partnership. We believe that taking this opportunity will allow us to reflect on our collaboration and explore adjustments that could enhance our mutual benefits.

Current Contract Overview

Contract Number: [Insert Contract Number]

Expiration Date: [Insert Expiration Date]

Key Areas for Review

- Pricing and Payment Terms
- Delivery Schedules
- Quality Assurance Standards
- Volume Discounts
- Contract Duration

We would appreciate your insights and any proposals you may have concerning the above areas. Please let us know a suitable time for a meeting or a call to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]