

Vendor Agreement Renewal Notification

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Name],

We would like to inform you that your current vendor agreement with [Your Company Name], dated [Original Agreement Date], is approaching its expiration date on [Expiration Date]. We appreciate the partnership we have built over the past years and would like to discuss the renewal of our agreement.

Please review the terms and conditions of our existing agreement and let us know if you would like to propose any changes or if you are in agreement to renew as is.

We aim to finalize the renewal by [Finalization Date]. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]