

Supplier Contract Renewal Proposal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Proposal for Contract Renewal and Long-term Partnership

Dear [Supplier Contact Name],

We hope this message finds you well. As we approach the expiration of our current contract, we would like to take this opportunity to discuss the renewal of our agreement and explore the potential for a long-term partnership.

Over the past [duration of partnership], we have greatly valued the relationship we have built with [Supplier Company Name] and the quality of service that you have provided. Your commitment to excellence has greatly contributed to our success, and we believe that continuing this partnership would be mutually beneficial.

We propose to renew our contract under the following terms:

- Contract Duration: [Proposed duration, e.g., 2 Years]
- Pricing: [Proposed pricing structure]
- Payment Terms: [Proposed payment terms]
- Service Level Expectations: [Outline key expectations]

We are open to discussion regarding these terms and are willing to consider any suggestions you might have for enhancing our collaboration.

Please let us know a convenient time for you to discuss this proposal in detail. We look forward to continuing our successful partnership.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]