

Vendor Contract Renewal Letter

Date: [Insert Date]

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

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to discuss the renewal of our vendor contract originally dated [Original Contract Date]. As we approach the expiration date of [Expiration Date], we would like to express our intent to renew the agreement for another term.

We appreciate the service and support you've provided us during the past contract period and would like to propose [any changes or terms if applicable]. Our continued collaboration is important to us, and we are eager to explore opportunities that may enhance our partnership.

Please review the attached contract renewal proposal and share any feedback or suggestions you might have. We would appreciate your confirmation by [Response Due Date] to ensure a smooth transition into the new contract period.

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