

Supply Agreement Renewal Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to notify you that our current Supply Agreement dated [Insert Date of Original Agreement] is approaching its expiration date on [Insert Expiration Date]. In light of our successful partnership, we would like to discuss the renewal of this agreement.

We value the strong relationship we have built and are keen to continue our collaboration. We propose to schedule a meeting to discuss the terms of the renewal and any changes you might like to propose.

Please let us know your available times for this discussion. We look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]