

Vendor Contract Expiration Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that your contract with [Your Company Name] is set to expire on [Contract Expiration Date]. As we approach the expiration date, we would like to take this opportunity to discuss the next steps regarding the continuation of our partnership.

Please let us know if you would like to discuss renewing the contract or if you have any questions or concerns regarding the terms.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]