

Contract Renewal Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As we approach the expiration date of our current vendor agreement dated [Insert Original Contract Date], we would like to formally request the renewal of our contract.

Over the past [Insert Duration] of our partnership, we have appreciated the services received and the mutual benefits that have arisen from our collaboration. We believe renewing our agreement will continue to provide value to both parties.

Please let us know your availability for a meeting to discuss the terms of the renewal and any adjustments that might be necessary. We are looking forward to continuing our successful partnership.

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]