

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Contract Renewal for YYZ Vendor Agreement

Dear [Vendor's Contact Name],

I hope this letter finds you well. We are reaching out to discuss the upcoming expiration of our current vendor agreement dated [Original Contract Date], which is set to expire on [Expiration Date].

We have greatly appreciated your services and the partnership we have developed over the past [Duration of Current Contract]. After reviewing our objectives and requirements for the upcoming term, we would like to propose a renewal of our contract with updated terms.

We believe that continuing our collaboration will further enhance our mutual success. Please find attached the proposed contract renewal terms for your review.

We would like to schedule a meeting to discuss the renewal further and address any questions you may have. Please let us know your availability in the coming weeks.

Thank you for your attention to this matter, and we look forward to your affirmative response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]