[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Upcoming Contract Renewal**

Dear [Vendor’s Name],

We hope this message finds you well. As part of our ongoing collaboration, we would like to remind you that our current agreement, [AGREEMENT NAME], dated [AGREEMENT DATE], is approaching its renewal date on [RENEWAL DATE].

**Key Terms of the Renewal**:

* Contract Expiration Date: [EXPIRATION DATE]
* Renewal Term Duration: [*Renewal Term Duration, e.g., “12 months”*]
* [*Any additional information about renewal: e.g., “Pricing adjustments or modifications will be addressed in a forthcoming addendum.”*]

If you wish to make any adjustments to the terms or conditions of the agreement before renewal, please let us know by [SPECIFIC DATE]. Otherwise, the contract will automatically renew as per the existing terms.

Should you have any questions about the renewal process or wish to discuss the agreement further, please contact [Name, Title] at [Email Address/Phone Number].

We appreciate your partnership and look forward to continuing our successful collaboration.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]