

**Date:** [Insert Date]

**To:** [Contact Name]  
[Vendor Company Name]  
[Address]

**Subject: Early Renewal Offer for Master Vendor Agreement**

Dear [Contact Name],

Our records indicate that the current Master Vendor Agreement between [Your Company Name] and [Vendor Company Name], dated [Current Start Date], is scheduled to expire on [Current Expiration Date].

We value the partnership we have built with your team and would like to propose an early renewal of our agreement. By renewing now, we aim to ensure service continuity and secure favorable terms for both parties ahead of the standard renewal period.

**Proposed Renewal Terms:**

- **New Expiration Date:** [New Date]
- **Revised Pricing/Rates:** [Insert Details or "No Change"]
- **Early Renewal Incentive:** [Optional: Insert Discount or Bonus Term]

All other terms and conditions of the original Master Vendor Agreement will remain in full force and effect unless otherwise specified in the formal amendment.

Please review this offer and let us know your decision by [Response Deadline Date]. Upon your acceptance, we will forward the formal Addendum for signature.

We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]