

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: FINAL NOTICE - Expiring Vendor Management Service Renewal

Dear [Vendor Contact Name],

This is a formal final notice regarding the expiration of your Vendor Management Service agreement with [Your Company Name]. Our records indicate that your current contract is scheduled to expire on **[Expiration Date]**.

To ensure uninterrupted service and maintain your status as an active vendor, the renewal process must be completed by **[Deadline Date]**. Failure to renew by this date will result in the following:

- Deactivation of your vendor profile in our management system.
- Suspension of outstanding payments or future purchase orders.
- Requirement to undergo a full re-onboarding process for future engagements.

To finalize your renewal, please complete the following steps:

1. [Step 1: e.g., Log in to the Vendor Portal at URL]
2. [Step 2: e.g., Verify and update insurance documentation]
3. [Step 3: e.g., Submit the annual service fee of \$0.00]

If you have already submitted your renewal documents or payment within the last 24 hours, please disregard this notice.

If you have any questions or believe this notice was sent in error, please contact the Vendor Management Department immediately at [Phone Number] or [Email Address].

Sincerely,

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