

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Contract Renewal - [Contract Reference Number/Name]

Dear [Vendor Contact Name],

This letter serves as formal notification that [Your Company Name] wishes to renew our contract for [Type of Services/Goods] originally dated [Original Contract Start Date].

Per the terms of our agreement, we would like to exercise the renewal option for an additional period of [Renewal Duration, e.g., one year], beginning on [New Start Date] and ending on [New End Date].

We understand that the terms and conditions of the original contract will remain in effect during this renewal period [Optional: unless otherwise specified in the attached amendment].

Please acknowledge receipt of this renewal notice by signing below and returning a copy to us by [Deadline Date].

We value our partnership and look forward to continuing our professional relationship.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment of Renewal:

Signature: _____

Name: [Vendor Representative Name]

Date: _____