

[Current Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notice of Contract Renewal - Emergency Plumbing Services

Dear [Vendor Contact Person],

This letter serves as official notification that [Your Company Name] wishes to renew our contract for emergency plumbing services. Our current agreement is scheduled to expire on [Current Expiration Date].

We are pleased with the response times and quality of work provided over the past year. We would like to extend the contract for an additional period of [Number] year(s), beginning on [Start Date] and ending on [New End Date].

The terms and conditions of the original agreement, including the emergency call-out rates and hourly fees, shall remain in effect unless otherwise negotiated and documented in writing. Please find the attached renewal addendum for your review and signature.

Please return a signed copy of the renewal by [Deadline Date] to ensure there is no lapse in service coverage. We look forward to our continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]