

[Current Date]

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

Subject: Renewal of Fire Safety Inspection Services Contract

Dear [Vendor Contact Name],

This letter serves as formal notification that [Your Company Name] wishes to renew our contract with [Vendor Company Name] for fire safety inspection and maintenance services.

We have been satisfied with the services provided during the previous term. We would like to extend the agreement for an additional period of [Number] year(s), beginning on [Start Date] and ending on [End Date].

The renewal will be governed by the following terms:

- **Scope of Work:** All services outlined in the original agreement dated [Original Contract Date], including [List key services like alarm testing, extinguisher checks, etc.].
- **Pricing:** [State if pricing remains the same or reference an attached updated fee schedule].
- **Compliance:** All inspections must continue to meet local fire codes and NFPA standards.

Please review this proposal. If the terms are acceptable, please sign and return a copy of this letter by [Deadline Date]. If you wish to discuss any adjustments to the contract, please contact [Name] at [Phone Number/Email] by [Date].

We look forward to continuing our professional relationship to ensure the safety of our premises.

Sincerely,

[Your Signature]

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

Vendor Acceptance:

I, [Name], authorized representative of [Vendor Company Name], accept the renewal terms stated above.

Signature: _____ Date: _____