

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

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

RE: Notice of Intent to Renew Waste Management Services Contract

Dear [Vendor Contact Name],

This letter serves as formal notification that [Your Company Name] wishes to renew our contract for waste management and disposal services, currently set to expire on [Current Expiration Date].

We have been satisfied with the service provided over the past term and would like to extend our agreement for an additional period of [Number] years, effective from [Start Date] to [End Date].

We would like to maintain the existing terms and conditions; however, we are open to discussing any necessary updates regarding schedule adjustments or service frequency. Please find the attached renewal addendum for your review and signature.

Please confirm your receipt of this notice and your intent to proceed with the renewal by [Deadline Date]. If you have any updated pricing schedules or compliance documentation, please provide them at your earliest convenience.

We look forward to continuing our professional relationship.

Sincerely,

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