CIN

Ref. no.	Date

To	Attention

RENEWAL OF SUPPLY AGREEMENT

Agreement no. [number] dated [date]

Dear [name], thank you for working with us this year. Our agreement [agreement no.] runs until [end date] and, under clause [clause no.], renews automatically for [period] unless either of us gives notice by [notice date]. We would like to renew it, and write now so that you have time to consider the terms below before that date.

1. Renewal term

We propose to renew the agreement for [period, from start date to end date], on the same terms except as set out in paragraph 2.

2. Revised price

Clause [clause no.] allows the price to change once a year by the movement in the [index], up to [limit]%. The index moved by [movement]% over the year, so the price of [item] changes from [old price] to [new price] a piece, before GST, from [date]. The calculation and the index figures are attached.

3. What stays the same

All other terms of the agreement remain unchanged, including the minimum value of [amount] a year in clause [clause no.], payment within [days] days in clause [clause no.], and the delivery and quality terms.

4. Next year's volumes

To plan our production, we would be grateful for your expected quantities for [year] by month, by [date].

5. Please confirm

Please confirm your acceptance by signing and returning a copy of this letter by [date]. If you'd like to discuss the terms, [contact name] is available on [phone] or [email]. If we don't hear from you by the notice date, the agreement will renew under clause [clause no.] and the price in paragraph 2 will apply as clause [clause no.] provides.

Yours sincerely, for [company name]

Name and designation (authorised signatory)

Accepted for the customer: name, designation, date