

[Date]

[Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Subject: Renewal of Independent Sourcing Subcontractor Agreement

Dear [Subcontractor Name],

This letter serves as formal notice regarding the Independent Sourcing Subcontractor Agreement between [Your Company Name] and [Subcontractor Name], originally dated [Original Start Date].

We have been pleased with the sourcing services provided during the current term. As per the renewal provisions in our existing contract, we would like to extend our partnership for an additional period of [Number] months/years, effective from [Renewal Start Date].

The terms and conditions of the original agreement shall remain in full force and effect, with the following modifications (if any):

- [Insert modification or state "No changes to existing terms"]

Please review this renewal letter. If you agree to the extension, kindly sign and return a copy to us by [Deadline Date].

We look forward to our continued collaboration.

Sincerely,

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

Acceptance:

I, [Subcontractor Name], hereby accept the renewal of the Independent Sourcing Subcontractor Agreement as outlined above.

Signature: _____ Date: _____