

[Date]

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

Subject: Notice of Contract Renewal

Dear [Contact Name],

This letter serves as formal notification that [Staffing Agency Name] wishes to exercise the option to renew our subcontracting agreement dated [Original Contract Start Date].

We have been pleased with the services provided by [Subcontractor Name] and look forward to continuing our professional relationship. The terms of this renewal are as follows:

- **Renewal Period:** [Start Date] to [End Date]
- **Terms and Conditions:** All existing terms, conditions, and pricing from the original agreement shall remain in full force and effect [or note any specific amendments here].

Please indicate your acceptance of this renewal by signing below and returning a copy to our office by [Deadline Date].

Should you have any questions regarding this renewal, please contact [Account Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Staffing Agency Name]

Acknowledgment and Acceptance:

Signature: _____

Printed Name: _____

Date: _____