

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

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

**Subject: Notice of Renewal of Subcontractor Agreement**

Dear [Subcontractor Contact Name],

This letter serves as formal notification that [Your Company Name] intends to renew the Subcontractor Agreement currently in place between our organizations, originally dated [Original Contract Start Date].

We have valued your partnership and the quality of services provided over the past term. According to our records, the current agreement is set to expire on [Current Expiration Date]. We would like to extend this agreement for an additional period of [Length of Renewal, e.g., one year], ending on [New Expiration Date].

**Renewal Terms:**

- **Extension Period:** [Start Date] to [End Date]
- **Rate/Compensation:** [State if rates remain the same or refer to an attached fee schedule]
- **Terms and Conditions:** All other terms and conditions of the original agreement shall remain in full force and effect.

Please review this renewal notice. If you agree to the extension under the existing terms, please sign and return the enclosed copy of this letter by [Due Date].

Should you wish to discuss any adjustments or have questions regarding this renewal, please contact [Contact Name] at [Phone Number] or [Email Address] before the aforementioned date.

We look forward to continuing our successful collaboration.

Sincerely,

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

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**Acknowledgment and Acceptance:**

I, [Subcontractor Name], acting on behalf of [Subcontractor Company Name], hereby accept the renewal of the Subcontractor Agreement as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_