

Subcontractor Agreement Extension Proposal

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We hope this letter finds you well. We are writing to formally propose an extension of our current subcontractor agreement that is set to expire on [Insert Original Expiration Date].

Due to [reason for the extension, e.g., project delays, additional workload, etc.], we believe that extending our contract until [Insert Proposed New Expiration Date] would be mutually beneficial. This extension will help ensure the successful completion of the project and maintain the quality of work the client expects.

Please review this proposal and let us know if you are in agreement. We are open to discussing any concerns or adjustments you may have regarding the extension.

Thank you for your cooperation and continued partnership. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]