

Subject: Discussion on Subcontractor Contract Renewal

Dear [Subcontractor's Name],

I hope this message finds you well. As we approach the end of our current subcontractor agreement, I would like to initiate a discussion regarding the renewal of our contract.

Over the past year, your contributions have been invaluable to our projects, and we appreciate your dedication and hard work. We would like to explore the possibility of continuing our partnership and discuss how we can further enhance our collaboration moving forward.

Please let us know your availability for a meeting next week to discuss the terms of renewal and any adjustments that may be beneficial for both parties.

Thank you for your attention to this matter. I look forward to our conversation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]