

# Contract Renewal Notification

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor's Contact Name],

We hope this message finds you well. We are writing to notify you that your current subcontractor agreement with [Your Company's Name] is approaching its expiration date on [Contract Expiration Date].

We value the partnership we have built and would like to discuss the renewal of your contract. To ensure a seamless continuation of services, we propose to initiate discussions regarding the terms and conditions for the new contract period.

Please let us know your availability for a meeting to discuss this further. We anticipate continuing our successful collaboration and would like to finalize the renewal before the current contract expires.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]