

Subcontractor Contract Rate Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

I hope this message finds you well. As part of our ongoing partnership and commitment to ensuring competitive and fair compensation, we would like to initiate a review of the current contract rates for the services provided by your company.

We believe that a review of the existing rates is necessary due to [briefly state reasons, e.g., market changes, additional services, project scope alterations]. We aim to ensure that the rates reflect the current market standards and the quality of work provided.

To facilitate this review, we kindly ask you to submit any updated rate proposals by [insert deadline]. This will allow us to make an informed decision and ensure that our collaboration continues to be mutually beneficial.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]