

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: Extension of Staffing Service Agreement**

Dear [Client Contact Person Name],

This letter serves as a formal agreement to extend the Staffing Service Agreement originally entered into on [Original Start Date] between [Staffing Agency Name] and [Client Company Name].

Both parties agree to extend the duration of the current services under the following terms:

- **Extension Period:** The agreement shall be extended for a period of [Number] months/years, commencing on [Extension Start Date] and expiring on [Extension End Date].
- **Personnel:** This extension applies to the following assigned staff: [Name(s) of Staff or "All personnel currently assigned"].
- **Rates:** The service rates shall [remain the same / be adjusted to Amount] as previously agreed upon in the original contract.
- **Terms and Conditions:** All other terms, conditions, and provisions of the original Staffing Service Agreement shall remain in full force and effect during this extension period.

Please indicate your acceptance of this extension by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

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**Accepted and Agreed:**

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

Name: [Printed Name of Client Representative]

Title: [Title]

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