

[Date]

[Contact Name]

[Title]

[Partner Company Name]

[Address]

[City, State, Zip]

Subject: Extension of Hiring Partnership and Rate Adjustment

Dear [Contact Name],

We would like to formally express our appreciation for the successful partnership between [Your Company Name] and [Partner Company Name] over the past [Year/Period]. Based on our mutual success, we would like to extend our current hiring agreement for an additional [Duration, e.g., 12 months], effective [Start Date].

To maintain the quality of service and account for [reason for increase, e.g., market shifts/operating costs], we are implementing a rate adjustment. Effective [Date], the new billing rate for [Service/Role] will be [New Rate]. All other terms and conditions of our original agreement dated [Original Contract Date] will remain in full force.

Please find the attached addendum detailing these changes. To confirm your acceptance of this extension and the updated rate, please sign and return a copy by [Deadline Date].

We value our relationship and look forward to another year of collaborative growth.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]