

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

Subject: Renewal of Dedicated Sourcing Agreement - [Agreement Number/Reference]

Dear [Recipient Name],

Our current Dedicated Sourcing Agreement is scheduled to expire on [Current Expiration Date]. We value the partnership we have built with [Client Company Name] and would like to formally propose a renewal of our services for the upcoming term.

To continue providing the high level of quality and dedicated resources you expect, we find it necessary to adjust our pricing structure. Effective [Date], the new rate for our services will be [New Price/Percentage Increase]. This adjustment is due to [Brief Reason, e.g., rising operational costs/market labor rates/increased resource requirements].

All other terms and conditions of the original agreement will remain in full force and effect. The new renewal term will run from [Start Date] to [End Date].

Please review the attached updated fee schedule. If these terms are acceptable, please sign and return a copy of this letter by [Deadline Date].

We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment and Acceptance:

I, the undersigned, hereby accept the renewal terms and the price increase as stated above.

Signature: _____ Date: _____

Printed Name: _____ Title: _____