

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Renewal of Master Staffing Services Agreement

Dear [Client Contact Name],

We value the partnership we have built with [Company Name] over the past year. As our current agreement is approaching its expiration date on [Current Expiration Date], we would like to formally propose a renewal of our staffing services.

To continue providing the high level of service and quality candidates you expect, we have conducted a periodic review of our operational costs and current market trends. Consequently, the billing rates for the upcoming term will be adjusted as follows, effective [Effective Date]:

Position/Role	Current Hourly Rate	New Hourly Rate
[Role 1]	[\$[0.00]]	[\$[0.00]]
[Role 2]	[\$[0.00]]	[\$[0.00]]

All other terms and conditions of our Master Staffing Services Agreement will remain in full force and effect. This renewal will extend our partnership through [New Expiration Date].

Please indicate your acceptance of these updated rates and the contract renewal by signing below and returning a copy to our office by [Deadline Date].

Thank you for your continued trust in our services. We look forward to supporting your team in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment and Acceptance:

Signature: _____ Date: _____

Name: [Print Name]

Title: [Title]