

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Dear [Client Name],

As we approach the expiration of our current contingency recruitment agreement on [Current Expiry Date], I am writing to propose an early renewal of our partnership.

Over the past [Period of Time], we have successfully assisted [Company Name] in securing top-tier talent, including placements for [Recent Roles Filled]. By renewing our contract ahead of schedule, we can ensure uninterrupted recruitment services and maintain the momentum we have built in addressing your upcoming hiring needs.

Under this early renewal, all existing terms and conditions will remain the same, ensuring that our services continue on a success-only, no-cure-no-fee basis. This renewal will extend our partnership until [New Expiry Date].

Please find the renewal addendum attached for your review and signature. If you have any questions or wish to discuss your recruitment strategy for the upcoming quarter, I would be happy to schedule a brief call.

We value our relationship with [Company Name] and look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]