

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Early Renewal Offer for Staffing Services Agreement

Dear [Client Name],

Our current agreement for staffing services is scheduled to expire on [Current Expiration Date]. Because we value our partnership, we would like to offer you the opportunity to renew your contract early.

By renewing before [Incentive Deadline Date], we are pleased to offer the following terms:

- **Rate Lock:** Maintenance of current pricing through [Year].
- **Priority Access:** Guaranteed first-look at our top-tier candidate pool.
- **Discount:** A [Percentage]% reduction on [Specific Fee/Service] for the next term.

Proposed New Term: [Start Date] to [End Date]

All other existing terms and conditions of our original agreement will remain in full force and effect. Please find the renewal addendum attached for your review.

To accept this offer and secure these rates, please sign and return the attached document by [Date].

Thank you for your continued trust in [Your Agency Name]. We look forward to supporting your team's growth.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]