

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Contact Name]
[Staffing Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Notice of Early Contract Renewal - Preferred Staffing Partnership

Dear [Contact Name],

Our current staffing services agreement is scheduled to expire on [Current Expiration Date]. Given the high quality of service and the caliber of talent [Staffing Agency Name] has consistently provided, we would like to initiate an early renewal of our partnership.

We propose extending our contract for an additional [Number] year(s), beginning [New Start Date]. We would like to maintain the existing terms and conditions, with the following proposed adjustments:

- [Adjustment 1: e.g., Updated bill rates for specific roles]
- [Adjustment 2: e.g., Revised volume discount tiers]
- [Adjustment 3: e.g., Performance KPI updates]

Please review this proposal and let us know if you are available for a brief call on [Date/Time] to finalize the details. We value [Staffing Agency Name] as a preferred partner and look forward to continuing our successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Email Address]
[Your Phone Number]