

[Date]

[Contact Name]

[Title]

[Partner Agency Name]

[Address]

Dear [Contact Name],

Subject: Early Renewal Offer for Recruitment Partnership

We would like to express our appreciation for the recruitment services provided by [Partner Agency Name] over the past [Duration]. Our partnership has been instrumental in securing top talent for [Company Name].

Although our current agreement is scheduled to expire on [Current Expiry Date], we would like to offer an early renewal of our partnership. By renewing early, we aim to ensure uninterrupted service and maintain the momentum of our current hiring initiatives.

Early Renewal Terms:

- **New Contract Period:** [Start Date] to [End Date]
- **Renewal Incentive:** [Details of discount, exclusivity, or bonus terms]
- **Updated Fee Structure:** [Details or "Same as current agreement"]

If you accept this offer, please sign the attached renewal addendum and return it by [Deadline Date]. Upon receipt, we will finalize the documentation to extend our collaboration.

We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]