

Date: [Insert Date]

Recipient Name: [Insert Candidate/Vendor Name]

Address: [Insert Address]

Subject: Early Renewal Offer for Strategic Talent Sourcing Services

Dear [Insert Name],

We are writing to express our sincere appreciation for the high-quality talent sourcing services you have provided to [Company Name] over the past [Insert Period]. Your strategic approach has significantly contributed to our recruitment goals and team growth.

Although your current contract is not set to expire until [Insert Current Expiry Date], we would like to offer an **Early Renewal** of our partnership. By securing this renewal now, we aim to ensure continuity in our talent pipeline and lock in current service terms.

Proposed Renewal Terms:

- **New Contract Period:** [Insert Start Date] to [Insert End Date]
- **Revised Compensation/Rate:** [Insert New Rate or "Same as current"]
- **Performance Incentives:** [Insert Details or "N/A"]
- **Early Renewal Bonus:** [Insert Details or "N/A"]

This early renewal offer is valid until [Insert Expiration Date of Offer]. We believe this proactive extension will allow both parties to plan more effectively for the upcoming fiscal year.

Please review the attached updated agreement. If the terms are acceptable, kindly sign and return the document at your earliest convenience. If you wish to discuss these terms further, please contact [Insert Name/Department].

We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]