

[Date]

[Recruiter Name]

[Recruiter Address]

[City, State, Zip Code]

Subject: Early Renewal of Talent Acquisition Services Agreement

Dear [Recruiter Name],

This letter serves as a formal proposal to renew our Talent Acquisition Services Agreement, originally dated [Original Start Date], which is currently scheduled to expire on [Current Expiration Date].

Due to our continued growth and the successful partnership we have established, [Company Name] would like to initiate an early renewal of your contract. We propose extending our partnership for an additional [Number] months/years, effective from [New Effective Date].

The terms and conditions of the current agreement shall remain in full force, with the following modifications:

- **New Expiration Date:** [New End Date]
- **Updated Fee Structure:** [Specify any changes or "N/A"]
- **Hiring Targets:** [Specify updated goals or "N/A"]

Please review this proposal and signify your acceptance by signing below. Once signed, please return a copy to [Department/Contact Person].

We look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted by:

Signature: _____

Date: _____