

[Date]

[Staffing Agency Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Early Renewal of Temporary Staffing Agreement

Dear [Contact Person Name],

This letter serves as a formal request to renew our Temporary Staffing Agreement, originally dated [Original Contract Date], which is currently scheduled to expire on [Current Expiration Date].

Due to our continued operational needs and the high quality of service provided by your agency, we wish to extend this agreement ahead of schedule. We propose an early renewal to extend the contract term for an additional [Number] months/years, resulting in a new expiration date of [New Expiration Date].

We propose that all existing terms, conditions, and pricing structures remain in effect as stated in the original agreement, with the following exceptions (if any):

- [Insert specific changes or state "None"]

Please review this proposal and signify your acceptance by signing below and returning a copy to us by [Deadline Date]. Once received, we will consider this extension binding as an amendment to our existing contract.

We look forward to continuing our professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment and Acceptance:

Signature: _____

Name: [Name of Agency Representative]

Title: _____

Date: _____