

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Subject: Follow-up: Pending Renewal of Volume Staffing Master Contract - [Contract Reference Number]

Dear [Recipient Name],

I hope this email finds you well.

I am writing to follow up on the status of the renewal for our Volume Staffing Master Contract, which is currently scheduled to expire on [Expiration Date].

As we previously discussed, the renewal is essential to ensure there is no disruption in the high-volume staffing support we provide to [Company Name]. To date, we have not received the signed renewal agreement or further instructions regarding the pending terms.

Please let us know if you require any additional information, or if there are specific internal processes we can assist with to expedite the signature process. For your convenience, I have attached another copy of the proposed renewal document to this correspondence.

We value our partnership and look forward to continuing our support of your staffing requirements.

Sincerely,

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