

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Renewal for Volume Staffing Master Services Agreement

Dear [Contact Name],

This letter serves as formal notification regarding the upcoming expiration of the Master Staffing Agreement between [Agency Name] and [Client Company Name], currently set to expire on [Current Expiration Date].

Over the past year, we have successfully managed your volume staffing requirements, providing [Total Number] of personnel to support your operations. Based on our current performance metrics and your ongoing workforce needs, we are pleased to propose a renewal of our partnership.

Renewal Terms:

- **Renewal Period:** [Number] Year(s)
- **Effective Date:** [Start Date]
- **New Expiration Date:** [End Date]
- **Rate Adjustments:** [Insert "None" or specify percentage increase/decrease]

All other terms and conditions outlined in the original Master Services Agreement dated [Original Contract Date] shall remain in full force and effect.

Please review the attached renewal addendum. To ensure uninterrupted staffing services, we kindly request a signed copy be returned to our office by [Deadline Date].

We value our partnership and look forward to continuing to support your high-volume hiring objectives.

Sincerely,

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