

[Date]

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

RE: Notice of Master Service Agreement Renewal

Dear [Client Contact Name],

Our records indicate that the Master Service Agreement (MSA) between [Staffing Agency Name] and [Client Company Name], dated [Original Contract Date], is scheduled to expire on [Expiration Date].

Given our successful partnership in managing your volume staffing requirements, we would like to formally propose a renewal of this agreement for an additional [Number] year term.

To ensure we continue to provide high-quality high-volume recruitment and workforce management, we have outlined the following updates in the attached renewal document:

- Extension of the service period until [New End Date].
- Updated bill rates reflecting current market labor trends.
- Revised Volume Discount Tiers based on your projected hiring needs.
- Updated Service Level Agreements (SLAs) regarding fill rates and turnaround times.

Please review the attached renewal amendment. If the terms are acceptable, please sign and return a copy by [Deadline Date]. If you wish to discuss specific adjustments to the staffing strategy or pricing, we are available for a meeting at your earliest convenience.

We value our partnership and look forward to continuing to support your business operations.

Sincerely,

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