

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Staffing Agency Name]
[Address]

Subject: Intent to Negotiate Renewal of Master Staffing Services Agreement

Dear [Recipient Name],

Our current Master Staffing Services Agreement, dated [Original Contract Date], is scheduled to expire on [Expiration Date]. We value the partnership we have built with [Staffing Agency Name] in supporting our volume staffing requirements.

At this time, we would like to formally request a meeting to discuss the renewal of this contract. Given our projected hiring volume for the upcoming year, we wish to review specific terms to ensure the agreement remains mutually beneficial. Our primary areas for discussion include:

- Updated volume-based pricing tiers and mark-up rates.
- Key Performance Indicators (KPIs) and service level expectations.
- Streamlining the high-volume onboarding process.
- Contract duration and extension options.

We are interested in maintaining our relationship provided we can reach an agreement on these updated terms. Please let us know your availability during the week of [Date] for an initial discussion.

We look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]