



Professional Personnel Service, Inc.
724 W. Center Street Suite B Kingsport, TN 37660
423.765-2628

August 8, 2025

To Whom it may concern,

On behalf of Luttrell Staffing Group, I would like to formally request a one-year extension of our current staffing agreement with the City of Kingsport.

This extension would continue under the same terms, conditions, and scope of service as outlined in the existing agreement.

We value the opportunity to support the City's staffing needs and look forward to maintaining our successful partnership.

Please let us know if any additional documentation or formal approvals are needed to move forward with this extension.

We appreciate your continued trust in our services.

Thanks,

Jake Jennings, CSP | *Business Development Manager*

151 East Main St, Suite 5 | Kingsport, TN 37660

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