

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

[Recipient Name]  
[Recipient Job Title]  
[Recruitment Agency/Service Name]  
[Agency Address]

**Subject: Letter of Intent for Exclusive Volume Recruitment Discounts**

Dear [Recipient Name],

This Letter of Intent (LOI) outlines the interest of [Your Company Name] in establishing an exclusive recruitment partnership with [Recruitment Agency Name] for our upcoming hiring needs.

We anticipate a high volume of recruitment over the next [Number] months, with an estimated [Number] of positions to be filled across [Department/Job Category] roles. Given this scale, we are proposing an exclusivity arrangement in exchange for a volume-based discount structure.

Our proposed terms for discussion include:

- **Exclusivity:** [Your Company Name] will use [Recruitment Agency Name] as the sole external provider for the specified roles.
- **Volume Commitments:** A guaranteed minimum of [Number] placements within the [Year/Quarter].
- **Discounted Rates:** A reduced fee of [Percentage]% per placement (down from the standard [Percentage]%).
- **Service Level Agreements:** Agreed timelines for candidate sourcing and interview scheduling.

This letter is a statement of intent and does not constitute a legally binding contract. A formal Service Level Agreement (SLA) will be drafted following our preliminary negotiations.

We look forward to discussing how we can align our recruitment goals. Please let us know your availability for a meeting by [Date].

Sincerely,

[Signature]

[Your Printed Name]  
[Your Company Name]