

[Date]

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

Re: Amendment to Retained Search Agreement - [Job Title/Reference Number]

Dear [Client Contact Name],

This letter serves as a formal amendment to the Retained Search Agreement entered into on [Original Contract Date] between [Your Company Name] and [Client Company Name] regarding the recruitment for the position of [Position Name].

Pursuant to our recent discussions, both parties hereby agree to modify the Exclusivity Period defined in the original agreement. The terms are amended as follows:

- **Extension of Exclusivity:** The current exclusivity period, originally set to expire on [Original Expiry Date], is hereby extended to [New Expiry Date].
- **Scope of Exclusivity:** During this extended period, [Client Company Name] agrees to continue working exclusively with [Your Company Name] for this search and will not engage other agencies or internal resources for this specific mandate.

All other terms and conditions of the original Retained Search Agreement remain in full force and effect.

Please indicate your acceptance of this amendment by signing below and returning a copy to us.

Sincerely,

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

Agreed and Accepted:

Signature: _____

Name: [Client Signatory Name]

Title: [Client Signatory Title]

Date: _____