

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Job Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Subject: Confirmation of Verbal Agreement - Discounted Placement Fee

I am writing to formally confirm the terms we discussed verbally on [Date] regarding the recruitment services for the [Job Title/Reference Number] position.

As agreed, we have approved a discounted placement fee for this specific instruction. Our standard Terms of Business remain in effect; however, the following specific financial terms will apply to this placement:

- **Standard Fee:** [Standard Percentage or Amount]%
- **Agreed Discounted Fee:** [Discounted Percentage or Amount]%
- **Conditions:** This discount is contingent upon [Insert Conditions, e.g., prompt payment within 14 days / exclusivity for 2 weeks].

Please note that if the conditions mentioned above are not met, the fee will revert to our standard rate as outlined in our signed Terms of Business.

All other clauses, including our rebate period and replacement guarantees, remain unchanged. Please acknowledge your receipt and acceptance of these terms by replying to this email or signing and returning a copy of this letter.

We look forward to successfully filling this vacancy for you.

Yours sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]