

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

[Recipient Name]  
[Recipient Title]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

RE: Confirmation of Verbal Agreement - Preferred Supplier List (PSL) Terms of Business

I am writing to formally confirm our verbal agreement reached on [Date] regarding the inclusion of [Agency Name] on our Preferred Supplier List for recruitment services.

As discussed, we have agreed to the following key commercial terms:

- **Placement Fee:** [Percentage]% of the candidate's first-year base salary.
- **Payment Terms:** [Number] days from the candidate's start date.
- **Rebate Period:** A sliding scale rebate applicable for the first [Number] weeks of employment.
- **Agreement Duration:** This PSL status is valid for a period of [Number] months, effective from [Start Date].

These terms supersede any previous standard terms of business provided by your agency. We understand that by submitting candidates for our current and future vacancies, you accept these confirmed terms in full.

Please find attached a copy of our formal Framework Agreement. I would be grateful if you could sign and return a copy for our records. In the meantime, we look forward to working with you on our upcoming requirements.

Yours sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]