

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Subject: Confirmation of Verbal Agreement - Updated Recruitment Terms of Business

I am writing to formally confirm the verbal agreement reached during our conversation on [Date] regarding the updates to our Recruitment Terms of Business.

As discussed, the following key amendments have been agreed upon:

- [Update 1: e.g., Revised placement fee percentage]
- [Update 2: e.g., Changes to the rebate period]
- [Update 3: e.g., Updated payment terms]

These updated terms will apply to all current and future instructions effective from [Effective Date]. All other standard terms and conditions previously agreed upon remain in full force and effect.

I have attached a copy of the updated Terms of Business document reflecting these changes. Please sign and return a copy for our records, or simply reply to this email confirming your receipt and acceptance.

We value our partnership with [Company Name] and look forward to continuing our work together.

Yours sincerely,

[Your Name]
[Your Job Title]
[Your Agency Name]