

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

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

Re: Proposal for Modification of Placement Fee Structure

Dear [Client Contact Name],

Thank you for our recent discussion regarding the current fee structure for our recruitment services. We appreciate your partnership and the opportunity to review how we can best align our services with your evolving business needs.

Following your request to modify the standard placement fee, we have reviewed your proposal. We understand your objective to [mention client's goal, e.g., manage hiring costs / increase volume of hires].

We would like to propose the following adjustment to our agreement:

- **Current Fee:** [Insert Current Percentage or Flat Fee]
- **Proposed Modified Fee:** [Insert New Percentage or Flat Fee]
- **Effective Date:** [Insert Date]
- **Conditions:** [Insert any conditions, e.g., exclusivity, volume commitment, or payment terms]

This adjustment is designed to maintain the high quality of our sourcing and vetting process while providing the flexibility you require. Please note that all other terms and conditions of our original Service Agreement dated [Original Agreement Date] shall remain in full force and effect.

Please review these terms and let us know if they are acceptable. If you agree to these modifications, please sign below and return a copy to us.

We look forward to continuing our successful partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment and Acceptance:

Name: _____

Title: _____

Date: _____