

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Subject: Response to Requested Modifications Regarding Recruitment Exclusivity

Dear [Client Name],

Thank you for sharing your feedback and the proposed modifications to the exclusivity clause in our recruitment agreement dated [Date of Agreement].

We have carefully reviewed your request to [Briefly state their request, e.g., shorten the exclusivity period / limit exclusivity to specific roles]. We understand your need for flexibility in your hiring process.

In response to your proposal, we suggest the following adjustment:

[Insert your counter-proposal or acceptance here, e.g., We agree to limit exclusivity to a period of 30 days for the specific roles of [Job Titles], after which the roles may be opened to other agencies if a shortlist has not been provided.]

Our commitment to exclusivity allows us to dedicate maximum resources, specialized headhunting efforts, and a priority marketing budget to ensure you receive the highest quality candidates in a competitive market.

Please let us know if this revised approach meets your requirements so we can update the agreement and proceed with the search immediately.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]