

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Re: Declination of Proposed Modifications to Exclusivity and Retainer Agreements

Dear [Recipient Name],

Thank you for your recent proposal regarding the modifications to our existing Exclusivity and Retainer Agreements. We appreciate the opportunity to review your requested changes.

After a thorough review by our leadership and legal teams, we are unable to accept the proposed amendments at this time. Our current fee structure and exclusivity terms are designed to ensure we can dedicate the necessary resources and priority required to meet the high standards of service your project demands.

We believe the existing agreements, as originally signed, remain the most effective framework for our continued partnership. Therefore, the terms of the original Exclusivity and Retainer Agreements dated [Original Agreement Date] shall remain in full force and effect without modification.

We value our professional relationship and remain fully committed to delivering the results outlined in our current engagement. Please let us know if you have any questions regarding the continuation of our services under the existing terms.

Sincerely,

[Your Signature]

[Your Printed Name]