

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

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

Subject: Rejection of Proposed Amendments to Standard Recruitment Fee Structure

Dear [Recipient Name],

Thank you for submitting your proposal dated [Date] regarding the suggested amendments to our current recruitment fee structure and payment terms.

After a thorough review of your proposal by our management team, I am writing to inform you that we are unable to accept the proposed changes at this time. Our current standard fee structure is designed to align with our internal budget allocations and existing procurement policies across all our recruitment partnerships.

We value the relationship we have built with [Agency/Company Name] and the quality of candidates you provide. Therefore, we would like to proceed under our existing agreed-upon terms as outlined in our current contract dated [Original Contract Date].

Please let us know by [Deadline Date] if you are comfortable moving forward with our current agreement. If you have any questions regarding this decision, feel free to contact me directly.

We look forward to our continued collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]