

[Agency Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

Re: Temporary Adjustment to Service Fees for [Contract Reference Number]

Dear [Client Contact Name],

Thank you for reaching out to discuss our ongoing partnership. We deeply value the relationship we have built with [Client Company Name] and understand the current challenges you have shared with us.

In recognition of our long-term collaboration, [Agency Name] has decided to grant a temporary reduction in our agency fees. Effective from [Start Date] until [End Date], the current fee structure of [Original Rate/Percentage] will be adjusted to [Reduced Rate/Percentage].

Please note the following terms regarding this concession:

- This reduction is a temporary measure and does not constitute a permanent amendment to our standard pricing.
- The standard rates as defined in our contract dated [Contract Date] will automatically resume on [Resumption Date].
- All other terms, conditions, and service level agreements within our current contract remain in full effect.

We remain fully committed to delivering high-quality results and supporting your business objectives during this period. We look forward to continuing our successful work together.

Please acknowledge your receipt and acceptance of this temporary adjustment by signing below and returning a copy to us.

Sincerely,

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

**Accepted by:**

\_\_\_\_\_  
[Client Representative Name]

Date: \_\_\_\_\_