

[Company Header/Logo Placeholder]

[Date]

[Client Name]

[Client Job Title]

[Client Company Name]

[Client Address]

Dear [Client Name],

Regarding: Confirmation of Temporary Placement Fee Discount

This letter serves to formally confirm the temporary discount applied to the placement fees for [Candidate Name] for the position of [Job Title].

As discussed, we have agreed to adjust our standard fee structure for this specific placement as follows:

- **Standard Placement Fee:** [Percentage]% of first-year salary
- **Discounted Placement Fee:** [Percentage]% of first-year salary
- **Discount Validity Period:** [Start Date] to [End Date]

Please note that all other terms and conditions as outlined in our Standard Business Terms dated [Date of Standard Terms] remain in full effect. This includes, but is not limited to, our payment terms of [Number] days and our standard replacement guarantee clauses.

This discount is unique to this specific instruction and does not constitute a permanent amendment to our standard commercial terms for future placements unless otherwise agreed in writing.

Please acknowledge your acceptance of these terms by signing below and returning a copy to us.

We look forward to continuing our partnership with [Client Company Name].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

---

**Client Acceptance:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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