

[Date]

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

Subject: Temporary Sourcing Discount Amendment to Recruitment Agreement

Dear [Client Contact Name],

This letter serves as a formal amendment to the Standard Terms and Conditions signed between [Your Company Name] and [Company Name] on [Original Contract Date].

To support your upcoming hiring initiatives for the [Department/Project Name], we are establishing a temporary candidate sourcing discount. The terms of this temporary adjustment are as follows:

- **Standard Placement Fee:** [Original Percentage]% of first-year base salary.
- **Discounted Placement Fee:** [New Percentage]% of first-year base salary.
- **Effective Period:** This discount applies to all candidates presented between [Start Date] and [End Date].
- **Applicable Roles:** This discount applies specifically to [List Specific Job Titles or "All Roles"].

All other provisions of our standard agreement, including payment terms, guarantee periods, and ownership of candidate data, remain in full effect. On [Day after End Date], the placement fee will automatically revert to the standard rate of [Original Percentage]% for any new candidates presented after that date.

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

Sincerely,

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

Agreed and Accepted:

[Client Name/Authorized Signatory]

[Date]