

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]

Dear [Client Contact Name],

Subject: Confirmation of Promotional Discount - [Campaign/Event Name]

Following our recent discussions regarding your upcoming promotional staffing requirements, we are pleased to confirm that we have approved a discount for your next booking.

This discount will be applied as follows:

- Current Standard Rate: [Amount/Percentage]
- Discounted Rate: [Amount/Percentage]
- Effective Dates: [Start Date] to [End Date]

Please note that this discount is granted under our existing Terms of Business. All other provisions, including payment terms, cancellation policies, and insurance requirements, remain unchanged and in full effect.

We are excited to support [Company Name] with high-quality brand ambassadors for this project. To proceed with these rates, please sign and return a copy of this letter or confirm your acceptance via email.

We look forward to a successful activation.

Sincerely,

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