

[Company Letterhead / Address]

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Client Address]

RE: Notice of Temporary Margin Discount - [Contractor Name]

Dear [Recipient Name],

Following our recent discussions regarding the assignment of [Contractor Name], we are pleased to confirm that [Your Company Name] has approved a temporary discount on our standard service margin for this specific engagement.

This discount is granted under the following terms:

- **Standard Margin:** [Percentage]%
- **Discounted Margin:** [Percentage]%
- **Effective Date:** [Start Date]
- **Expiry Date:** [End Date]

Please note that this discount is temporary and applicable only to the contractor named above for the specified duration. Upon the Expiry Date, the margin will automatically revert to the standard rate as outlined in our signed Terms of Business, unless a formal extension is agreed upon in writing.

All other terms and conditions of our Standard Terms of Business remain in full force and effect. This letter serves as a formal amendment to the commercial schedule for the duration specified.

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

Yours sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment of Receipt:

Signed: _____

Name: _____

Date: _____