

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Amendment to Recruitment Services Agreement - Temporary Rate Reduction

Dear [Client Contact Name],

This Letter of Agreement ("Amendment") serves to formally amend the existing Recruitment Services Agreement dated [Original Contract Date] between [Recruitment Agency Name] ("Agency") and [Client Company Name] ("Client").

Both parties hereby agree to a temporary reduction in the recruitment service fees as follows:

- **Standard Fee:** The current contracted rate of [Original Percentage/Fee].
- **Reduced Fee:** A temporary rate of [Reduced Percentage/Fee].
- **Effective Period:** This reduction shall apply to all candidates introduced or hired between [Start Date] and [End Date].
- **Scope:** This reduction applies to [all roles / specific roles only: specify].

On [Day after End Date], the recruitment fees shall automatically revert to the original rates specified in the master agreement unless otherwise agreed upon in writing by both parties.

All other terms and conditions of the original Recruitment Services Agreement remain in full force and effect.

Please indicate your acceptance of this amendment by signing below.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

Agreed and Accepted:

Signature: _____

Name: [Client Representative Name]

Title: _____

Date: _____