

[Date]

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

Re: Temporary Retained Search Fee Reduction - [Job Title/Reference Number]

Dear [Client Contact Name],

This letter serves as formal notification regarding a temporary adjustment to the billing structure for the ongoing executive search for the position of [Job Title].

Effective from [Start Date] until [End Date/Milestone], [Recruitment Firm Name] will apply a temporary reduction to the [First/Second/Third] installment of the retained search fee. The fee for this specific period will be reduced from [Original Amount] to [Reduced Amount].

Please note that this reduction is being granted as a one-time professional courtesy to support our partnership during [Reason, e.g., current market conditions/budgetary constraints].

This notification is an administrative adjustment to the invoicing process only. It does not constitute a formal modification or amendment to the original Search Agreement dated [Original Contract Date]. All other terms, conditions, and replacement guarantees outlined in the original contract remain in full force and effect.

We remain fully committed to identifying and securing the right leadership talent for [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Recruitment Firm Name]