

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Promotional Discount for Short-Term Executive Placement

Dear [Client Name],

We value our ongoing partnership with [Company Name] and are pleased to offer a special discount on our short-term executive placement services under our existing Master Service Agreement dated [Date of Agreement].

To assist with your current leadership needs, we are applying a [Percentage]% discount to our standard placement fees for any new short-term executive engagements initiated between [Start Date] and [End Date].

Please note that all other terms, conditions, and service levels defined in our existing agreement remain unchanged. This discount will be reflected on the final invoice for the qualifying placement.

We look forward to continuing to support your leadership team. Please contact me directly to discuss your upcoming requirements.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]