

[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Designation]
[Client Company Name]
[Client Address]

RE: Notice of Reinstatement of Standard Fees - Breach of Exclusivity

Dear [Client Contact Name],

I am writing to you regarding our Terms of Business agreement dated [Date of Agreement].

Under Section [Clause Number] of our agreement, it was agreed that [Your Company Name] would provide services at a discounted rate of [Discounted Rate/Percentage] in exchange for [Client Company Name] granting us exclusive rights to [Type of Service, e.g., Recruitment/Supply] for the duration of [Period].

It has come to our attention that a breach of this exclusivity clause has occurred. Specifically, [Description of Breach, e.g., the engagement of another agency for the role of X].

As per the terms of our agreement, the discounted fee structure is contingent upon the maintenance of exclusivity. Due to this breach, we are hereby formally notifying you that your account will be reverted to our Standard Fee of [Standard Rate/Percentage], effective as of [Effective Date].

All current and future invoices will reflect this adjustment. Any outstanding assignments currently in progress will also be billed at the standard rate moving forward.

If you have any questions regarding this adjustment or wish to discuss the status of our current engagement, please contact me directly.

Yours sincerely,

[Your Signature]

[Your Name]
[Your Title]