

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Reinstatement of Standard Fees - [Job Title/Reference Number]

Dear [Client Contact Name],

I am writing to formally update you regarding the fee structure for the recruitment services currently being provided for the [Job Title] position.

As previously agreed, a discounted/preferential rate was applied based on the original job specification and candidate requirements provided on [Date]. However, following our recent discussion on [Date], it is noted that the job specifications and candidate requirements have been significantly altered to include:

- [List Change 1, e.g., Increased seniority/years of experience]
- [List Change 2, e.g., Additional technical certifications]
- [List Change 3, e.g., Expanded scope of responsibilities]

As these changes significantly shift the search parameters outside of the scope of the initial agreement, this letter serves as formal notice that we are reinstating our standard fees as outlined in our signed Terms of Business dated [Date of Signed Terms].

Effective immediately, the fee for this placement will be [Standard Fee Percentage/Amount]. All other terms and conditions remain in full effect.

We remain fully committed to identifying the highest quality talent for this revised role. Please contact me if you wish to discuss this adjustment further.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]