

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Reinstatement of Standard Fees - [Contract/Agreement Reference Number]

Dear [Client Contact Name],

This letter serves as formal notification regarding the fee structure for recruitment services provided by [Your Agency Name], as outlined in our Terms of Business signed on [Date].

Under the "Volume Discount" provision of our agreement, a preferential fee rate was applied based on the commitment to a minimum hiring volume of [Number] placements within the period of [Start Date] to [End Date].

As of [Current Date], our records indicate that the minimum hiring volume has not been met. Consequently, and in accordance with the terms of our agreement, your account will revert from the discounted rate to our standard professional fee of [Standard Percentage/Fee Amount].

This change will take effect on [Effective Date] and will apply to all current and future vacancies managed by our team. Any placements successfully completed prior to this date will be honored at the previously agreed discounted rate.

We value our partnership and remain committed to supporting your recruitment needs. Should your hiring volume increase in the future, we would be happy to discuss a new volume-based pricing structure.

If you have any questions regarding this adjustment or wish to review your account status, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]