

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

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

**Subject: Reinstatement of Standard Fees for Retained Executive Search Services**

Dear [Client Name],

This letter serves as formal notification regarding the professional fee structure for our executive search services. As you are aware, we have recently been operating under a [temporary discount / promotional rate / deferred fee] arrangement as outlined in our previous communication dated [Date of Agreement].

According to the terms specified in our Terms of Business, please be advised that our standard fee structure will be reinstated effective [Effective Date].

For all new executive search mandates initiated after this date, the following standard terms will apply:

- **Professional Fee:** [Percentage]% of the successful candidate's total first-year annual compensation.
- **Payment Schedule:** Fees will be invoiced in three equal installments (Retainer, Shortlist, and Placement).
- **Administrative Expenses:** Standard expenses and research fees will be charged at [Percentage/Amount] as per our standard policy.

All other provisions of our existing Terms of Business remain in full force and effect. We value our partnership and remain committed to identifying and securing top-tier leadership talent for [Client Company Name].

Should you have any questions regarding this adjustment, please do not hesitate to contact me directly.

Sincerely,

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