

[Date]

[Recipient Name]

[Recipient Job Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

**RE: Notice of Reinstatement of Standard Fees - Master Vendor Contract Renewal**

Dear [Recipient Name],

As our current Master Vendor Agreement approaches its annual renewal date on [Date], we have completed a formal review of the account performance and the prevailing market conditions.

During the previous contract term, a promotional discount was applied to your account. Please be advised that in accordance with our standard Terms of Business, your fee structure will revert to our standard rates upon the commencement of the new contract term on [Date].

The updated fee schedule is as follows:

- [Service/Placement Type A]: [Rate/Percentage]
- [Service/Placement Type B]: [Rate/Percentage]
- [Service/Placement Type C]: [Rate/Percentage]

All other terms and conditions outlined in our Master Vendor Agreement remain in full effect. This adjustment ensures that we can continue to provide the high level of service and resource allocation required to meet your recruitment objectives.

We value our partnership with [Client Company Name] and look forward to supporting your business throughout the coming year. If you have any questions regarding these changes, please contact me directly by [Date].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]