

[Sender Name]
[Sender Job Title]
[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Address Line 1]
[Address Line 2]

Subject: Notice of Reinstatement of Standard Fees

Dear [Recipient Name],

I am writing to formally notify you that the promotional agency rate currently applied to your account is scheduled to conclude on [Date].

As per the Terms of Business agreed upon on [Agreement Date], your account will revert to our standard fee structure effective [Date]. This adjustment will apply to all services rendered and placements made from this date forward.

The standard fee structure is as follows:

- [Service/Placement Type A]: [Fee Percentage/Amount]
- [Service/Placement Type B]: [Fee Percentage/Amount]

We have greatly valued our partnership during this promotional period and look forward to continuing our support of your business objectives under our standard terms. All other provisions within our existing Terms of Business remain unchanged.

If you have any questions regarding this transition or wish to discuss upcoming projects, please do not hesitate to contact me directly.

Yours sincerely,

[Signature]

[Sender Name]
[Company Name]