

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Company Address]

Dear [Client Contact Name],

This letter serves as an agreement between **[Search Firm Name]** and **[Company Name]** regarding a volume discount structure for retained executive search services.

To support your upcoming hiring initiatives, we agree to the following discounted fee schedule based on the volume of search assignments initiated within a [Number]-month period:

- **Standard Retained Fee:** [Percentage]% of the candidate's first-year total estimated cash compensation.
- **Tier 1 Discount ([Number]-[Number] Searches):** Fee reduced to [Percentage]%.
- **Tier 2 Discount ([Number]+ Searches):** Fee reduced to [Percentage]%.

**Terms and Conditions:**

- The volume discount applies only to searches initiated after the signing of this letter.
- Payment structure remains as follows: 1/3 at search commencement, 1/3 at short-list presentation, and 1/3 upon placement.
- Should the total number of searches fall below the agreed tier within the specified timeframe, the standard fee rate will apply to all subsequent invoices.

All other terms outlined in our original Master Services Agreement dated [Date] remain in full effect.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]  
[Your Title]  
[Search Firm Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Title: \_\_\_\_\_

Date: \_\_\_\_\_