

[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recipient Name]
[Agency Name]
[Address Line 1]
[Address Line 2]

Subject: Amendment to Preferred Supplier List (PSL) Fee Agreement

Dear [Recipient Name],

This letter serves as a formal amendment to the existing Preferred Supplier List agreement between [Company Name] and [Agency Name], originally dated [Original Agreement Date].

Following our recent discussions, both parties have agreed to revise the fee structure for recruitment services. Effective from [Effective Date], the following amended fees shall apply to all new instructions:

- **Permanent Placement Fee:** [Percentage]% of the candidate's first-year basic salary.
- **Contract/Temporary Margin:** [Percentage]% or [Fixed Amount] per hour/day.
- **Exclusivity Discount:** [Details of discount if applicable].

All other terms and conditions outlined in the original agreement remain in full force and effect. This amendment shall be governed by the laws of [Jurisdiction].

Please acknowledge your acceptance of these amended terms by signing and returning a copy of this letter.

Yours sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment and Acceptance:

Signed: _____

Print Name: _____

For and on behalf of [Agency Name]

Date: _____