

[Company Letterhead/Logo]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

**Subject: Renewal of Preferred Supplier List (PSL) Fee Agreement**

Dear [Contact Name],

This letter serves as a formal agreement to renew the placement of [Supplier Name] on the Preferred Supplier List for [Company Name]. We are pleased to continue our partnership for the upcoming period effective from [Start Date] to [End Date].

**Agreed Fee Structure:**

By signing this document, both parties agree to the following commission and fee terms for all successful placements/services provided during this term:

- **Permanent Placement Fee:** [Percentage]% of the candidate's first-year base salary.
- **Contract/Temporary Margin:** [Percentage]% or [Fixed Amount] per hour/day.
- **Payment Terms:** [Number] days from the date of invoice.
- **Rebate Period:** [Number] weeks/days as per the attached terms and conditions.

**Terms of Service:**

The standard Terms of Business previously signed on [Date of Original Contract] shall remain in full force and effect, except where superseded by the fee structure outlined in this renewal letter.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter by [Deadline Date].

We look forward to a continued successful relationship.

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Supplier Acceptance:**

I, [Name], acting as an authorized representative of [Supplier Name], hereby accept the fees and terms stated above.

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

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