

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

**RE: Revised Contingency Search Fee Agreement for [Job Title/Reference Number]**

Dear [Client Name],

Following our recent discussion on [Date], this letter serves as a formal amendment to our original recruitment agreement dated [Original Agreement Date] regarding the search for the [Job Title] position.

We have agreed to revise the contingency placement fee as follows:

- **Revised Fee Percentage:** [New Percentage]% of the candidate's first-year total estimated annual cash compensation.
- **Payment Terms:** Invoices are due within [Number] days of the candidate's start date.
- **Guarantee Period:** [Number]-day replacement guarantee remains in effect as per the original terms.

All other terms and conditions outlined in the original Recruitment Services Agreement remain unchanged and in full force.

Please acknowledge your acceptance of these revised terms by signing below and returning a copy to our office. We look forward to continuing our search and presenting qualified candidates for your team.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

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**Accepted and Agreed:**

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

Printed Name: \_\_\_\_\_

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

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