

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Re: Revised Fee Agreement for Temporary Placement Services

Dear [Contact Person Name],

This letter serves as a formal amendment to the initial recruitment agreement between [Agency Name] and [Client Company Name] dated [Original Agreement Date].

Following our recent discussions regarding the temporary placement of [Candidate Name or Position Title], we have agreed to revise the recruitment fee structure as follows:

- **Original Fee/Markup:** [Original Percentage or Flat Fee]
- **Revised Fee/Markup:** [New Percentage or Flat Fee]
- **Effective Date:** [Date the new fee begins]
- **Duration of Assignment:** [Estimated Start and End Dates]

All other terms and conditions outlined in the original agreement, including payment terms and liability clauses, remain in full effect unless otherwise stated in this document.

Please acknowledge your acceptance of these revised terms by signing below and returning a copy of this letter to us.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

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**Accepted and Agreed:**

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

Name: [Print Name]

Title: [Title]

Date: [Date]