

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Annual Renewal of Recruitment Services and Rate Adjustment

Dear [Client Contact Name],

We would like to thank you for partnering with [Your Agency Name] over the past year. We have valued the opportunity to support [Client Company Name] in building your team and achieving your hiring goals.

Our current service agreement is scheduled to expire on [Current Expiration Date]. This letter serves as a formal proposal to renew our recruitment services for another year, effective [Renewal Start Date].

To continue providing high-quality talent sourcing and maintaining our recruitment infrastructure, we are implementing a modification to our fee structure. Effective with this renewal, our rates will be adjusted as follows:

- **Current Rate:** [Current Percentage or Flat Fee]
- **New Rate:** [New Percentage or Flat Fee]

All other terms and conditions of our original agreement will remain in effect. This adjustment allows us to account for increased operational costs and ensures we can continue to deliver the specialized service you expect.

Please find the attached updated agreement for your review and signature. To ensure uninterrupted service, we kindly request the signed document be returned by [Due Date].

We look forward to another successful year of partnership. Should you have any questions regarding this renewal or the new rate structure, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]
[Phone Number]
[Email Address]