

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Dear [Client Name],

Subject: Renewal of Executive Search Retained Services - [Year]

We appreciate the partnership we have shared over the past [Number] years. It has been a privilege to assist [Company Name] in securing top-tier leadership talent to drive your organization's success.

As our current agreement approaches its expiration on [Date], we would like to formally propose a renewal of our partnership for the upcoming term. This renewal ensures continued priority access to our research team and executive network.

To maintain the high quality of our global outreach and compensate for increased operational and data acquisition costs, we are adjusting our professional fee structure. Effective [Date], the retainer fee for new executive searches will increase from [Old Percentage/Amount] to [New Percentage/Amount].

All other terms and conditions of our master services agreement will remain in effect. This adjustment allows us to continue delivering the rigorous vetting and deep market insights your firm expects.

Please find the attached updated agreement for your review and signature. We look forward to continuing our collaboration and helping [Company Name] build its future leadership team.

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]

Acknowledgment:

I accept the renewed terms and the updated fee structure as outlined above.

Signature: _____ Date: _____