

[Date]

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

Dear [Client Name],

Subject: Renewal of Recruitment Services and Fee Adjustment Notice

Thank you for choosing [Your Agency Name] as your recruitment partner over the past year. We have valued the opportunity to help grow your team and are writing to discuss the renewal of our service agreement, which is set to expire on [Expiry Date].

To continue providing high-quality talent acquisition services and maintaining our extensive candidate networks, we will be adjusting our fee structure effective [Start Date].

The updated terms are as follows:

- Current Fee: [Old Percentage/Rate]
- New Fee: [New Percentage/Rate]

All other terms and conditions of our original agreement will remain in effect. This adjustment allows us to account for rising operational costs while ensuring we continue to deliver the specialized recruitment expertise your company requires.

Please find the attached renewal contract reflecting these changes. We ask that you sign and return it by [Date] to ensure there is no interruption in our services.

We look forward to our continued partnership and helping you reach your hiring goals for the upcoming year.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]