

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Re: Notice of Contract Renewal and Rate Adjustment

Dear [Client Contact Name],

As our current agreement dated [Original Contract Date] is approaching its expiration on [Expiry Date], we would like to formally express our interest in renewing our partnership with [Company Name] for another [Duration, e.g., 12 months].

We take pride in the recruitment services we have provided over the past year. To maintain the quality of our candidate sourcing and to account for rising operational costs, we are implementing a rate adjustment. Effective [Start Date of New Contract], our placement fee will increase from [Old Rate/Percentage] to [New Rate/Percentage].

All other terms and conditions of our existing agreement will remain in effect. Please find the updated contract schedule attached for your review and signature.

We value our relationship and look forward to continuing to help you grow your team. Please return a signed copy of the attachment by [Deadline Date] to ensure uninterrupted service.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]