

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Renewal of Staffing Services and Fee Schedule Adjustment

Dear [Client Name],

We value the partnership we have built with [Company Name] over the past [Number] year(s). As our current agreement approaches its expiration date on [Date], we would like to formally propose a renewal of our staffing services.

To continue providing the high level of talent and dedicated support you expect, we find it necessary to adjust our fee structure. Effective [Date], our service fees will be adjusted as follows:

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

This adjustment is driven by [Brief Reason, e.g., rising recruitment costs/market changes] and ensures we can maintain our rigorous vetting processes and access to top-tier candidates.

All other terms and conditions of our original agreement will remain in effect. Please find the attached updated Service Agreement for your review and signature.

We look forward to continuing our collaboration and helping [Company Name] achieve its growth goals. Please contact me at [Phone Number] or [Email] if you have any questions regarding this renewal.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]