

**Date:** [Insert Date]

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

**Subject: Extension of Talent Acquisition Services Agreement and Pricing Update**

Dear [Contact Name],

This letter serves as a formal amendment to the Talent Acquisition Services Agreement entered into between [Your Company Name] and [Client Company Name] on [Original Start Date].

The current agreement is scheduled to expire on [Current Expiration Date]. We are pleased to propose an extension of our partnership to ensure continued support for your hiring needs. Per our recent discussions, the following terms shall apply:

1. **Extension Period:** The agreement shall be extended for an additional period of [Number] months/years, commencing on [New Start Date] and ending on [New Expiration Date].
2. **Pricing Update:** Effective [Date of Price Change], the service fees shall be adjusted as follows:
  - o [Service/Fee Type 1]: [New Amount/Percentage]
  - o [Service/Fee Type 2]: [New Amount/Percentage]

All other terms and conditions of the original Agreement shall remain in full force and effect.

Please indicate your acceptance of this extension and the updated pricing by signing below and returning a copy to us by [Deadline Date].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Authorized Signatory Name]

Title: [Title]

Date: [Date]