

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Contact Name],

As we continue our partnership in building your leadership team, we would like to present an exclusive opportunity for an early renewal of our Retained Search Services agreement.

Based on our successful history and upcoming hiring forecasts for [Year], we are offering the following early renewal incentives if the agreement is signed by [Date]:

- **Preferred Retainer Rate:** A [Percentage]% reduction on the standard search fee for all new mandates initiated within the next 12 months.
- **Priority Resource Allocation:** Guaranteed assignment of our senior research team and lead partners to your projects.
- **Extended Guarantee:** An extension of our candidate replacement guarantee from [Number] months to [Number] months.
- **Flexible Payment Terms:** A modified installment schedule to better align with your quarterly budget cycles.

This early renewal ensures that we can reserve the necessary capacity to meet your talent acquisition goals without interruption and at a locked-in rate before any scheduled annual price adjustments.

I have attached the updated Service Agreement reflecting these terms. Please let me know if you would like to schedule a brief call to discuss your talent roadmap for the coming year.

We value our relationship with [Company Name] and look forward to our continued success together.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]