

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Subject: Renewal and Rate Adjustment for Master Recruitment Agreement - [Contract Number/ID]

Dear [Client Name],

As we approach the renewal date of our Master Recruitment Contract on [Contract Expiration Date], we would like to thank you for our ongoing partnership. Over the past year, we have successfully placed [Number] candidates within [Client Company Name], supporting your high-volume hiring objectives.

To maintain the quality of our sourcing technology and the dedicated recruitment team assigned to your account, we are implementing a rate adjustment for the upcoming term. Effective [Date], the new rates for our high-volume recruitment services will be as follows:

- **Previous Rate:** [Old Rate/Percentage]
- **New Rate:** [New Rate/Percentage]
- **Service Level:** [Description of Volume Tiers, if applicable]

This adjustment reflects current market labor costs and our continued investment in specialized tools to ensure a rapid time-to-fill for your large-scale requirements. All other terms and conditions of the original Master Contract will remain in effect.

Please find the attached Addendum reflecting these changes. We kindly request that you sign and return the document by [Deadline Date] to ensure uninterrupted service.

We value our relationship and look forward to supporting your hiring needs in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]