

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

[Client Name]  
[Client Title]  
[Client Company Name]

Dear [Client Name],

Thank you for the ongoing partnership between [Your Company Name] and [Client Company Name]. We have greatly enjoyed supporting your recruitment efforts over the past [Time Period].

Given your upcoming plans for high-volume hiring and our commitment to a long-term strategic partnership, we would like to propose a tiered fee reduction based on your hiring volume. We understand that scaling quickly requires budget efficiency, and we wish to support your growth accordingly.

Our proposed volume-based fee structure is as follows:

- **Standard Rate:** [Standard %] for 1-5 hires.
- **Tier 1 Reduction:** [Reduced %] for 6-15 hires.
- **Tier 2 Reduction:** [Lower %] for 16+ hires.

This adjustment would apply to all placements made within the [Fiscal Year/Quarter]. All other terms of our existing service agreement will remain in effect.

We are excited about the prospect of helping you build your team at scale. Please let us know if these terms are acceptable, or if you would like to schedule a brief call to discuss this further.

Sincerely,

[Your Signature]  
[Your Printed Name]