

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Fee Adjustment for High-Volume Staffing Requirements

Dear [Client Contact Name],

Thank you for your continued partnership with [Your Company Name]. We have valued the opportunity to support your hiring needs over the past [Time Period].

As we discussed regarding your upcoming [Project Name/Hiring Surge], we understand that your staffing requirements have significantly increased to a high-volume capacity. Due to the economies of scale associated with this volume of [Number of Placements] or more placements, we are pleased to offer a temporary adjustment to our standard fee structure.

Effective [Date], the following fee schedule will apply to all new requisitions under this high-volume agreement:

- **Standard Placement Fee:** [Original Percentage]%
- **High-Volume Adjusted Fee:** [New Percentage]%
- **Effective Period:** [Start Date] to [End Date]

This adjusted rate is contingent upon a minimum volume of [Number] successful placements within the specified period. Should the volume fall below this threshold, the standard rate of [Original Percentage]% will apply to all subsequent hires.

All other terms and conditions outlined in our original Professional Services Agreement dated [Original Contract Date] remain in full effect.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

We look forward to helping you reach your growth targets.

Sincerely,

[Your Name]
[Your Title]

Accepted By:

[Client Name/Title]

[Date]