

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

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

Dear [Client Name],

Subject: Confirmation of Verbal Agreement - Retained Executive Search for [Position Name]

I am writing to formally confirm the verbal agreement reached during our conversation on [Date] regarding the retained executive search for the position of [Position Name].

As discussed, we have agreed to the following key terms of business:

- **Retainer Fee:** A total fee of [Percentage]% of the candidate's first-year total guaranteed compensation.
- **Payment Schedule:** The fee will be payable in three equal installments:
  - The first third is due upon commencement of the search.
  - The second third is due upon the presentation of a formal shortlist of candidates.
  - The final third is due upon the successful candidate's acceptance of the offer.
- **Exclusivity:** [Your Company Name] will act as the exclusive partner for this search for a period of [Number] days.
- **Expenses:** Pre-approved out-of-pocket expenses incurred during the search will be reimbursed by [Client Company Name].

I have attached our full Standard Terms of Business for your records. Please review them and let me know if you have any questions.

We are excited to begin this partnership and are already identifying potential talent for this critical role. Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Yours sincerely,

[Your Name]  
[Your Title]

**Acknowledgment:**

\_\_\_\_\_  
[Client Name]  
Date: \_\_\_\_\_