

[Date]

[Client Name]
[Client Address]
[City, Postcode]

RE: Reinstatement of Standard Fees - [Candidate Name]

Dear [Client Contact Name],

It has come to our attention that [Candidate Name], a candidate originally introduced to your organization by [Agency Name] on [Date], has been engaged by you for the position of [Job Title] without prior notification to us.

Under the terms of our signed Terms of Business dated [Date of Agreement], specifically clause [Clause Number], any discounted or preferential fee arrangements are contingent upon full transparency and the adherence to our standard placement processes.

As this engagement occurred outside of these agreed procedures and without authorization, the preferential rates previously discussed are now void. We are hereby reinstating our standard recruitment fee for this placement.

Please find attached our invoice [Invoice Number] for the amount of [Amount], calculated at our standard rate of [Percentage]% of the candidate's first-year remuneration.

Payment is due within [Number] days as per our standard credit terms. We value our partnership and look forward to resolving this matter promptly.

Yours sincerely,

[Your Name]
[Your Title]
[Agency Name]