

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

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

RE: Inquiry Regarding Rebate Eligibility for [Candidate Name]

Dear [Client Contact Name],

I am writing in response to your inquiry dated [Date] regarding the rebate eligibility for [Candidate Name], who was placed as [Job Title] on [Start Date].

We have reviewed the terms of our signed Permanent Placement Agreement. Based on our records, the eligibility for a rebate is determined by the following criteria:

- The termination date occurred within [Number] days of the start date.
- Written notification was provided to us within [Number] days of the termination.
- All original recruitment invoices were paid in full by the due date.
- The termination was not due to redundancy or restructuring.

According to our assessment, this placement is **[Eligible / Not Eligible]** for a rebate because [provide brief reason, e.g., the guarantee period has expired / all conditions have been met].

If eligible, we will process a credit note in the amount of [Amount/Percentage] or begin the replacement search as per the "Replacement Clause" in our contract.

Please let us know if you have any further questions or if there is additional documentation you would like us to review.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]