

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

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

RE: Notice of Outstanding Temp-to-Perm Conversion Fee

Dear [Client Contact Name],

We are writing to congratulate you on the permanent hire of [Candidate Name], who began their permanent role with [Client Company Name] on [Conversion Date]. We are pleased that the temporary placement was a success for your team.

As per our signed Service Agreement dated [Date of Agreement], a conversion fee is applicable when a temporary employee is transitioned to a permanent position. Our records indicate that the invoice for this placement remains outstanding.

Invoice Details:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Amount Due: [Amount]
- Due Date: [Date]

Please find a copy of the original invoice attached for your reference. We kindly request that you process this payment by [New Deadline Date] to ensure your account remains in good standing.

If payment has already been sent, please disregard this notice. Should you have any questions regarding the calculation of the fee or the terms of our agreement, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

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