

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Reminder: Introduction Period and Conversion Terms for [Candidate Name]

Dear [Client Contact Name],

I hope you are doing well. I am writing to provide a formal reminder regarding the contractual terms for **[Candidate Name]**, who was introduced to your organization by **[Your Agency Name]** on **[Introduction Date]**.

As per our signed Service Agreement, please note the following:

- **Introduction Period:** The introduction remains valid for a period of [Number, e.g., 12] months from the date of the initial referral.
- **Conversion Fees:** Should you choose to engage this candidate directly (either as a permanent employee or through another payroll provider) during this period, a conversion fee of [Amount or Percentage, e.g., 20% of first-year salary] will apply.

We are pleased to see the progress of this placement and want to ensure that all administrative records remain up to date. If you are considering a transition for this candidate, please notify us so we can provide the necessary documentation and calculate the final conversion fee based on our agreement.

If you have any questions regarding these terms or would like to discuss a permanent offer for the candidate, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]