

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

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

**RE: Response to Dispute Regarding Temp-to-Perm Conversion Fee**

Dear [Client Contact Name],

Thank you for your correspondence dated [Date] regarding the invoice for the conversion of [Candidate Name] from a temporary to a permanent employee. We understand you are disputing the fee based on [mention their reason, e.g., the length of the temporary assignment].

Upon reviewing our signed Professional Services Agreement dated [Date Agreement was Signed], we would like to direct your attention to Section [Number], titled "Temp-to-Perm Conversion." This clause explicitly states that a conversion fee is applicable if a candidate introduced by [Your Company Name] is hired into a permanent role within [Number] months of their start date.

This fee covers the costs associated with our initial recruitment, vetting, and onboarding processes, which provided [Client Company Name] with a qualified professional who has now proven to be a valuable long-term asset to your team.

While we value our partnership and wish to reach an amicable resolution, the fee remains a contractual obligation. However, as a gesture of goodwill, we are open to discussing [optional: a brief payment plan / a small discount for early settlement] to resolve this matter promptly.

Please let us know how you would like to proceed by [Date]. We look forward to continuing our work together.

Sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email]