

Date: [Insert Date]

To: [Hiring Manager Name / HR Contact Name]

Company: [Client Company Name]

Address: [Client Address]

RE: Notice of Candidate Ownership and Fee Entitlement - [Candidate Full Name]

Dear [Recipient Name],

This letter serves as formal notification regarding the introduction of **[Candidate Full Name]** for the position of **[Job Title]** (or any other suitable role within your organization).

As per our signed Terms of Business dated [Insert Date of Agreement], [Agency Name] is the effective cause of this introduction. This candidate was formally presented to [Client Company Name] via [Email/Portal/Meeting] on [Date of Submission].

Please note the following regarding our ownership period:

- **Ownership Period:** [Agency Name] maintains candidate ownership for a period of [Number, e.g., 12] months from the date of the last introduction or interaction.
- **Fee Entitlement:** Should [Candidate Full Name] be engaged by your company in any capacity (permanent, contract, or temporary) within this period, [Agency Name] will be entitled to the agreed-upon placement fee of [Percentage/Amount].
- **Prior Knowledge:** If you believe this candidate is already known to you or has been submitted by another source prior to our introduction, please provide written evidence within [Number, e.g., 48] hours of receipt of this letter.

We look forward to receiving your feedback on the candidate and moving forward with the interview process.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]