

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

[Recruiter Name/Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Acknowledgment of Candidate Introduction - [Candidate Full Name]

Dear [Recruiter Name],

This letter acknowledges receipt of your email dated [Date of Introduction] regarding the introduction of [Candidate Full Name] for the position of [Job Title].

Upon reviewing our internal database and recruitment records, we wish to formally assert ownership of this candidate for the following reason:

- The candidate is already present in our Applicant Tracking System (ATS) as of [Date of Original Entry].
- The candidate was previously introduced by [Alternative Agency Name] on [Date].
- The candidate applied directly to our company via [Platform/Website] on [Date].
- We have been in active communication with this candidate within the last [Number] months.

Consequently, [Company Name] does not recognize [Agency Name] as the representing party for [Candidate Full Name]. No referral fees or placement commissions will be applicable to this candidate should they be hired for this or any other role within our organization.

We appreciate your interest in supporting our hiring needs. Please let us know if you have other candidates who meet the requirements for our open positions.

Sincerely,

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