

[Your Agency Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Job Title]
[Client Company Name]
[Company Address]

RE: Formal Assertion of Candidate Ownership - [Candidate Full Name]

Dear [Recipient Name],

This letter serves as a formal notification regarding the introduction of **[Candidate Full Name]** for the position of **[Job Title]** (Ref: [Job Reference Number, if applicable]).

As per our records, [Your Agency Name] first introduced this candidate to [Client Company Name] via [Method of Introduction, e.g., Email/Portal] on [Date of Introduction]. This submission included the candidate's CV and relevant professional profile information.

Pursuant to our signed Terms of Business dated [Date of Contract], specifically Section [Section Number regarding Ownership/Referral Periods], [Your Agency Name] maintains ownership rights over this introduction for a period of [Number of Months, e.g., 12 months] from the date of initial submission.

We are aware that [mention the reason for the letter, e.g., the candidate has been contacted directly or via another third party]. We wish to clarify that any subsequent hire of this individual within the effective ownership period will be subject to the agreed-upon placement fee as stipulated in our contract.

We remain committed to supporting your recruitment process and look forward to your confirmation of this introduction. Please acknowledge receipt of this letter and the validation of our representation of this candidate.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]