

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

[Date]

[Hiring Manager Name/HR Director]
[Client Company Name]
[Client Company Address]
[City, State, Zip Code]

Subject: Formal Letter of Claim - Placement Fee for [Candidate Full Name]

Dear [Recipient Name],

I am writing to formally submit a claim for the introduction and subsequent placement of [Candidate Full Name] at [Client Company Name] for the position of [Job Title].

Our records indicate that [Candidate Full Name] was originally introduced to your organization by [Agency Name] on [Date of Introduction] via [Method of Introduction, e.g., Email]. According to our Terms of Business, which were [provided/agreed upon] on [Date], a placement fee is due if any candidate introduced by our agency is hired within [Number] months of the introduction date.

It has come to our attention that [Candidate Full Name] commenced employment with your company on or about [Candidate Start Date]. Therefore, in accordance with our fee schedule of [Percentage]% of the candidate's first-year annual salary, the total amount due is [Currency and Amount].

Please find attached the following supporting documentation:

- Copy of the original introduction email and CV submission.
- Signed or acknowledged Terms of Business.
- Invoice #[Invoice Number].

We value our relationship with [Client Company Name] and look forward to resolving this matter promptly. Please confirm receipt of this letter and advise on the status of the payment by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Agency Name]