

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

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

RE: Notice of Ownership - [Candidate Full Name]

Dear [Client Contact Name],

I am writing to formally confirm that [Candidate Full Name] was introduced to [Client Company Name] by [Your Agency Name] on [Date of Introduction] for the position of [Job Title].

As per the terms of our signed recruitment agreement dated [Agreement Date], this candidate is registered as a [Your Agency Name] referral for a period of [Number] months from the date of introduction. This ownership applies to the aforementioned role or any other position within your organization for which the candidate may be considered during this period.

It has come to our attention that [mention circumstance, e.g., the candidate has been contacted directly or via another source]. We would like to remind you that any successful hire of this individual within the ownership period will be subject to the placement fee as outlined in our fee schedule.

We value our partnership and look forward to continuing our support of your hiring needs. Please confirm your receipt of this notice and that our records regarding this introduction are aligned.

Sincerely,

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