

Date: [Insert Date]

To: [Hiring Manager Name/HR Contact Name]

Company: [Client Company Name]

Address: [Company Address]

RE: Notice of Right of Representation for [Candidate Full Name]

Dear [Recipient Name],

This letter serves as formal notification that **[Your Agency Name]** holds the exclusive Right of Representation for **[Candidate Full Name]** regarding the position of **[Job Title/Job ID]** at **[Client Company Name]**.

The candidate has formally authorized our agency to submit their professional profile, resume, and associated credentials for consideration. By accepting this submission, it is understood that **[Your Agency Name]** is the recruiter of record for this candidate for a period of [Insert Number, e.g., 6 or 12] months from the date of submission.

Please find the candidate's documentation attached to this correspondence. We look forward to receiving your feedback and coordinating the next steps in the interview process.

Should you have any questions regarding this representation or our terms of business, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]