

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Ownership and Dispute of Direct Hire - [Candidate Name]**

Dear [Contact Person Name],

It has come to our attention that [Candidate Name] has been hired by [Client Company Name] for the position of [Job Title].

As per our signed Recruitment Services Agreement dated [Date of Contract], [Candidate Name] was officially introduced to your company by [Agency Name] on [Date of Referral/Submission]. Under the terms of our ownership clause, [Agency Name] maintains ownership of this candidate for a period of [Number] months following the date of referral.

Because this hire occurred within the protected period, a placement fee is now due. Our records indicate that you proceeded with this hire without notifying our agency, which constitutes a breach of our established terms.

We have attached the following supporting documentation for your review:

- Copy of the signed Recruitment Services Agreement.
- Email confirmation of the initial candidate submission.
- Records of interview coordination and communication regarding this candidate.

Please find the attached invoice for the placement fee in the amount of [Amount]. We request that payment be remitted by [Due Date] to resolve this matter amicably.

If you believe there has been an error, please provide written documentation demonstrating a prior existing relationship with the candidate or a referral from another source that predates our submission.

We look forward to your prompt response and to settling this account.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]