

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Letter of Assertion Regarding Terms of Business and Candidate Ownership

Dear [Recipient Name],

This letter serves as a formal assertion regarding the introduction of [Candidate Full Name] (the "Candidate") for the position of [Job Title] at [Client Company Name].

Pursuant to our signed Terms of Business dated [Date of Agreement], we wish to confirm the following points of ownership and representation:

- **Effective Introduction:** [Your Company Name] first introduced the Candidate to [Client Company Name] via [Email/Portal/Meeting] on [Date of Submission].
- **Ownership Period:** In accordance with our terms, [Your Company Name] maintains candidate ownership for a period of [Number, e.g., 12] months from the date of the last introduction.
- **Validation of Referral:** At the time of submission, the Candidate was not an active applicant in your internal database, nor had they been introduced by another third party within the previous [Number] months.
- **Fee Entitlement:** Should [Client Company Name] or any subsidiary engage the Candidate for any form of employment or consultancy within the ownership period, [Your Company Name] shall be entitled to the recruitment fee as outlined in our agreed fee schedule.

This assertion is made to ensure clarity and to protect the commercial interests of our partnership. We look forward to proceeding with the Candidate's interview process and supporting your hiring needs.

Please acknowledge receipt of this letter and the enclosed profile.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]