

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Notification of Candidate Representation and Ownership - [Candidate Name]

Dear [Recipient Name],

This letter serves as formal notification that [Agency Name] represents [Candidate Name] regarding potential employment opportunities with [Company Name].

Please be advised that [Candidate Name] was officially introduced and their resume/profile was submitted to your organization by our agency on [Submission Date] for the position of [Job Title/Reference Number].

In accordance with our standing business terms, [Agency Name] maintains ownership of this candidate referral for a period of [Number] months from the date of submission. Should [Company Name] hire this candidate for any position within your organization during this period, the agreed-upon placement fee will apply.

If you have already received this candidate's information from another source prior to our submission on the date mentioned above, please provide written documentation of the earlier submission within [Number] business days.

We look forward to assisting you in the successful placement of this candidate.

Sincerely,

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