

Date: [Insert Date]

To: [Recipient Name/HR Manager Name]

[Company Name]

[Company Address]

Subject: Notice of Prior Introduction and Candidate Ownership - [Candidate Full Name]

Dear [Recipient Name],

This letter serves as formal notification regarding the submission of **[Candidate Full Name]** for the position of **[Job Title]**, assigned reference number **[Job Requisition ID, if applicable]**.

Records indicate that [Agency Name/Recruiter Name] previously introduced this candidate to [Company Name] on **[Date of Original Submission]** via **[Method of Submission, e.g., Email/ATS Portal]**.

Pursuant to our signed agreement dated [Agreement Date], this candidate is within the [Number of Months]-month ownership period. As the referring party of record, [Agency Name] maintains candidate ownership and is entitled to the agreed-upon placement fee should [Candidate Name] be hired for this or any other role within your organization during the protection period.

Please update your records to reflect [Agency Name] as the primary source for this candidate. We look forward to continuing the recruitment process for this individual.

Kindly acknowledge receipt of this notice by replying to this email or signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]

Acknowledgment of Receipt:

Name: _____

Date: _____