

Date: [Insert Date]

To: [Name of Recipient/Hiring Manager]

[Company Name]

[Company Address]

SENT VIA REGISTERED MAIL / EMAIL

RE: FINAL DEMAND FOR PAYMENT - Back-Door Placement Fee regarding [Candidate Name]

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of the recruitment fee regarding the placement of [Candidate Name].

Our records indicate that [Candidate Name] was formally introduced to [Company Name] by [Your Agency Name] on [Date of Introduction]. Following this introduction, your company bypassed our agency and hired the candidate directly for the position of [Job Title] on or around [Hiring Date], without notifying us or settling the agreed-upon placement fee.

This "back-door" hire is a direct breach of our signed Terms of Business dated [Date Terms Signed/Accepted], specifically Section [Insert Section Number regarding Referral Ownership/Fees].

The outstanding balance is as follows:

- Total Placement Fee: [Amount]
- Late Payment Interest (if applicable): [Amount]
- **Total Amount Due: [Total Amount]**

Please consider this the final notice. We require full payment of **[Total Amount]** within [Number, e.g., 5 or 7] business days from the date of this letter. Payment should be made via [Bank Name/Wire Details/Payment Method].

Failure to settle this account by [Deadline Date] will leave us with no choice but to escalate this matter to our legal counsel to pursue formal litigation, which may include claims for damages, legal fees, and court costs.

We hope to resolve this matter amicably and immediately. Please confirm receipt of this letter and provide proof of payment once processed.

Sincerely,

[Your Name]

[Your Title]

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