

[Your Agency Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Unreported Hire and Invoice for Placement Services

Dear [Recipient Name],

It has come to our attention that [Candidate Name], a candidate originally introduced to [Client Company Name] by [Your Agency Name] on [Date of Introduction], has been hired by your organization for the position of [Job Title].

According to our records and the terms of the signed recruitment agreement dated [Date of Agreement], [Your Agency Name] is entitled to a placement fee for any candidate introduced by us who is subsequently hired by your company within [Number] months of the initial referral.

As this hire was not reported to us at the time of appointment, we are formally submitting this claim for the agreed-upon compensation. Based on the candidate's starting salary of [Salary Amount], the placement fee due is [Fee Percentage]% totaling [Total Amount Due].

Please find the attached invoice [Invoice Number] for this amount. We request that payment be settled within [Number] days of the date of this letter to avoid further action or late interest charges as specified in our contract.

If you believe there has been an error regarding this placement, please provide documentation showing a prior relationship with this candidate or an alternative source of introduction within five business days.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]