

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

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

RE: NOTICE OF CONTRACT VIOLATION AND DEMAND FOR PLACEMENT FEE

Dear [Recipient Name],

It has come to our attention that [Candidate Name] has been hired by [Client Company Name] for the position of [Job Title], starting on or about [Start Date].

Records indicate that [Your Company Name] originally introduced and submitted the credentials of [Candidate Name] to your organization on [Date of Introduction]. Under the terms of our signed Recruitment Agreement dated [Agreement Date], this candidate is subject to a referral ownership period of [Number] months.

According to Section [Section Number] of our Agreement, the bypass of our firm to hire a referred candidate directly (a "back-door hire") constitutes a breach of contract. Consequently, the agreed-upon placement fee is now due.

Payment Details:

- Candidate Name: [Candidate Name]
- Annual Salary: [Estimated or Known Salary]
- Placement Fee Percentage: [Percentage]%
- **Total Amount Due: \$[Amount]**

Please remit payment within [Number] business days of receipt of this letter. Attached is an invoice for your records. Failure to settle this account may result in further legal action to recover the debt, including interest and legal fees.

We value our business relationships and hope to resolve this matter amicably.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]