

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

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

**RE: Notice of Breach of Terms of Business - Unauthorized Engagement of Candidate**

Dear [Recipient Name],

It has come to our attention that [Candidate Name], a candidate introduced to your company by [Your Company Name] on [Date of Introduction], has recently been engaged by your organization as a [Job Title/Position].

As per our signed Terms of Business dated [Date Terms Were Signed], specifically Clause [Insert Clause Number regarding Permanent/Indirect Introduction], an introduction fee is payable if a candidate introduced by us is hired by your company, or any associated company, within [Number] months of that introduction.

Our records indicate that this engagement took place without prior notification to us, which constitutes a "back-door hire" under the terms of our agreement. Consequently, we are now exercising our right to invoice you for the full introduction fee.

Please find attached Invoice #[Invoice Number] for the amount of [Amount], calculated at [Percentage]% of the candidate's first-year gross remuneration, as stipulated in our fee schedule.

We request that payment be settled within [Number] days of the date of this letter to avoid the accrual of late payment interest or further legal action to recover the debt.

We value our professional relationship and hope to resolve this matter promptly and amicably. Please confirm receipt of this letter and the attached invoice.

Yours sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]