

[Sender Name]  
[Sender Title]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization Name]  
[Address]

**RE: Notification of Candidate Introduction Fee Liability**

Dear [Recipient Name],

This letter serves as formal notification regarding the introduction of the following candidate for the position of [Job Title]:

**Candidate Name:** [Candidate Full Name]

**Date of Introduction:** [Date]

Please be advised that this introduction is subject to our standard terms of business. In accordance with our agreement, a placement fee will become due should [Organization Name] or any of its subsidiaries/affiliates hire this candidate for any position within [Number] months from the date of this introduction.

If this candidate is already known to you or has been introduced via another source within the last [Number] months, please notify us in writing within [Number] business days of receiving this letter, providing supporting documentation of the prior introduction.

If we do not hear from you within this timeframe, it will be deemed as acceptance that [Sender Organization Name] is the effective cause of introduction for this candidate.

We look forward to your feedback regarding this candidate's suitability for the role.

Sincerely,

[Signature]

[Sender Name]  
[Contact Information]