

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

[Date]

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

RE: Notice of Enforcement of Signed Terms of Business - [Candidate Name]

Dear [Recipient Name],

I am writing to formally address a breach regarding the Terms of Business signed between [Your Company Name] and [Client Company Name] on [Date Terms Were Signed].

It has come to our attention that [Candidate Name], who was originally introduced to your organization by [Your Company Name] on [Date of Introduction], has been engaged by your company in the capacity of [Job Title/Role].

According to Clause [Insert Clause Number] of our agreed Terms of Business, a "Transfer Fee" or "Placement Fee" is applicable if a candidate introduced by us is employed or engaged directly by your organization, or any associated third party, within [Insert Number, e.g., 12] months of the initial introduction.

As this hire occurred within the protected period, we hereby request payment of the recruitment fee as outlined below:

- **Candidate Name:** [Candidate Name]
- **Start Date:** [Start Date]
- **Agreed Fee Percentage:** [Percentage]%
- **Total Amount Due:** [Currency Amount]

Please find the attached invoice [Invoice Number] for the aforementioned amount. We require payment to be settled within [Number] business days from the date of this letter.

We value our professional relationship and would prefer to resolve this matter amicably. However, should payment not be received by [Deadline Date], we reserve the right to take further legal action to recover the debt, including interest and associated legal costs.

Please confirm receipt of this letter and the attached invoice.

Yours sincerely,

[Your Name]

[Your Title]

[Your Company Name]