

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

[Date]

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

**RE: INVOICE #[Number] - IMMEDIATE PAYMENT REQUEST**

Dear [Client Name],

This letter is a formal request for the immediate payment of executive search fees related to the successful placement of [Candidate Name] in the position of [Job Title].

Our records indicate that Invoice #[Number], dated [Date], in the amount of [Amount], is now [Number] days overdue. As per our signed recruitment agreement dated [Date], payment was due upon the candidate's [Start Date/Acceptance Date].

We take great pride in the quality of our search process and the value [Candidate Name] brings to your leadership team. We ask that you settle this outstanding balance immediately to ensure your account remains in good standing.

Please confirm via email once the payment has been processed. If payment has already been sent, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]