

[Sender Name]
[Sender Title]
[Agency Name]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]

RE: Invoice for Replacement Placement Fee - [Candidate Name]

Dear [Recipient Name],

This letter follows our recent communication regarding the fixed-term contract placement of [Original Candidate Name], which concluded prematurely on [End Date].

As per our Terms of Business dated [Date], specifically the clause regarding "Replacement Credits and Fees," we have successfully placed [New Candidate Name] as a replacement to complete the remainder of the contract term effective [Start Date].

The fee for this replacement placement has been calculated based on the remaining duration of the fixed-term contract as follows:

- Remaining Contract Duration: [Number] months/weeks
- Pro-rata Placement Fee: [Currency Amount]
- Applicable Taxes: [Currency Amount]
- **Total Amount Payable: [Currency Amount]**

Please find the formal invoice attached (Invoice #[Number]). We kindly request that payment be settled within [Number] days as per our agreed terms.

We are confident that [New Candidate Name] will be a valuable asset to your team. Should you have any questions regarding this invoice or the placement, please contact me directly.

Sincerely,

[Signature]

[Sender Name]
[Agency Name]