

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Address]

Dear [Client Name],

Welcome to [Executive Search Firm Name]. We are pleased to formally begin our partnership to identify and recruit your next [Job Title].

Our goal is to find a leader who not only meets your technical requirements but also aligns perfectly with your organizational culture. To ensure a seamless start, we have outlined the initial steps of our onboarding process below:

- **Strategy Session:** We will meet on [Date/Time] to define the core competencies and performance expectations for this role.
- **Position Specification:** Based on our session, we will draft a detailed candidate profile for your approval.
- **Communication Protocol:** Your primary point of contact will be [Consultant Name], who will provide [Weekly/Bi-weekly] status updates.

Attached to this letter, you will find our project timeline and a list of the information we require from your internal team to begin the research phase.

We appreciate the trust you have placed in our firm and look forward to a successful search.

Best regards,

[Your Name]  
[Your Title]  
[Executive Search Firm Name]