

Date: [Insert Date]

To: [Hiring Manager Name/Accounts Payable]
[Client Company Name]
[Client Address]

RE: CREDIT NOTICE - Placement Fee for [Candidate Name]

Dear [Client Contact Name],

This letter serves as formal notification regarding the credit of the placement fee for [Candidate Name], who was scheduled to start as [Job Title] on [Proposed Start Date].

As the candidate withdrew their acceptance prior to their commencement date, we have processed a full credit for the placement invoice [Invoice Number], dated [Invoice Date], in the amount of [Currency/Amount].

Please select the applicable option below:

- The original invoice has been cancelled; no payment is required.
- As payment was already received, a credit note has been applied to your account for future placements.
- A refund in the amount of [Amount] is being processed and will be returned via [Method of Payment] within [Number] business days.

We are actively working to source a replacement candidate for this position and will provide you with updated profiles shortly.

If you have any questions regarding this credit notice, please contact our billing department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Agency Name]