

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

[Date]

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

**Subject: Invoice for Candidate Search Initial Engagement Fee - [Job Title/Reference Number]**

Dear [Client Contact Name],

We are pleased to begin the executive search process for the position of [Job Title]. As outlined in our signed recruitment agreement dated [Date], this letter serves as an invoice for the initial search fee.

This commencement fee allows our team to begin the comprehensive sourcing, screening, and preliminary interviewing process to identify the highest quality candidates for your organization.

**Invoice Details:**

- **Invoice Number:** [Invoice #]
- **Service:** Retained/Initial Search Fee for [Job Title]
- **Amount Due:** [Currency/Amount]
- **Due Date:** [Date]

Please find the attached formal invoice for your records. Payment can be made via [Wire Transfer/Check/Online Portal].

We have already begun mapping the market and look forward to presenting our initial shortlist of candidates by [Expected Date]. If you have any questions regarding this invoice or the search process, please do not hesitate to contact me.

Thank you for choosing [Your Company Name] as your recruitment partner.

Sincerely,

[Your Name]  
[Your Title]