

[Date]
[Client Name]
[Client Company]
[Client Address]

RE: Retainer Invoice for Exclusive Search - [Job Title/Reference Number]

Dear [Client Contact Name],

Please find attached the invoice for the initial retainer fee regarding the exclusive search for the position of [Position Name].

As per our signed agreement dated [Date], this payment initiates the exclusive search process. This retainer covers the following:

- Dedicated research and sourcing team allocation
- Customized market mapping and talent identification
- Priority interview scheduling and candidate screening

Invoice Details:

- Invoice Number: [Number]
- Retainer Amount: [Currency/Amount]
- Due Date: [Date]

Please remit payment via [Wire Transfer/Check/Online Portal] using the details provided on the attached invoice. Work on this engagement will commence immediately upon receipt of payment.

We look forward to partnering with you to secure the ideal candidate for your team.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]