

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Subject: Retainer Deposit Invoice for Executive Search - [Job Title]

Dear [Client Name],

Thank you for choosing [Recruitment Firm Name] to conduct the executive search for your next [Job Title]. We are pleased to partner with [Company Name] on this critical mandate.

As per the terms outlined in our signed Recruitment Agreement dated [Date], this letter serves as a formal request for the initial retainer deposit. This payment allows us to dedicate the necessary resources, research team, and outreach efforts to begin the search immediately.

Payment Details:

- **Total Estimated Search Fee:** [Amount]
- **Retainer Amount Due (1/3 of total):** [Amount]
- **Invoice Number:** [Number]
- **Due Date:** [Date]

Please remit payment via [Wire Transfer/Check/ACH] using the instructions attached to the formal invoice. Upon receipt of this deposit, we will finalize the position profile and begin the candidate identification phase.

We look forward to a successful search and will provide your first status report on [Date].

Sincerely,

[Your Name]

[Your Title]

[Recruitment Firm Name]