

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Retainer Deposit for Executive Search - [Position Name]

Dear [Client Name],

This letter serves as a formal request for the initial deposit regarding the executive search for the position of [Position Name], as outlined in the Search Agreement signed on [Date].

Per our agreement, a non-refundable commencement deposit of \$[Amount] is required to initiate the search process. This deposit covers the initial research, candidate sourcing, and administrative costs associated with the engagement.

Please find the payment details below:

- **Invoice Number:** [Invoice #]
- **Total Amount Due:** \$[Amount]
- **Payment Due Date:** [Date]

Upon receipt of this payment, our team will immediately begin the recruitment phase and provide you with the first progress report by [Date].

We look forward to partnering with [Company Name] to secure the right leadership for your organization.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]