

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Invoice for Executive Search Retainer - [Job Title/Reference Number]

Dear [Client Contact Name],

Please find enclosed Invoice #[Invoice Number] regarding the executive search for the position of [Job Title].

In accordance with our signed Retained Search Agreement dated [Agreement Date], this invoice covers the [First/Second/Final] installment of the professional retainer fee.

Summary of Charges:

Retainer Fee Amount: [Currency/Amount]
Applicable Taxes: [Currency/Amount]
Total Amount Due: [Currency/Amount]

Payment is due within [Number] days of receipt of this letter. Please remit payment via [Check/Wire Transfer/Online Portal]. For wire transfers, our banking details are as follows:

Bank Name: [Name]
Account Name: [Name]
Account Number: [Number]
Routing/Swift Code: [Code]

We have already commenced the initial research and sourcing phase for this engagement and look forward to presenting our first progress report on [Date].

Thank you for your partnership. Please contact [Contact Name] at [Phone/Email] if you have any questions regarding this invoice.

Sincerely,

[Your Name]
[Your Title]