

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

**RE: Retained Search - [Job Title] - Invoice for Phase One**

Dear [Client Contact Name],

We are pleased to formally commence the executive search for your [Job Title] position. As per our signed engagement agreement dated [Date], this letter serves as the invoice for the first phase of the retained search process.

This initial installment covers the commencement of the assignment, including market research, candidate identification, and the development of the search strategy.

**Invoice Details:**

- **Invoice Number:** [Invoice #]
- **Description:** Retained Search Fee - Phase 1 (Engagement Fee)
- **Position:** [Job Title]
- **Total Amount Due:** \$[Amount]

Please remit payment by [Due Date] via [Payment Method: Wire Transfer/Check/ACH].

We have already begun mapping the market and look forward to presenting our initial progress report on [Date]. Thank you for your trust in [Your Agency Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Agency Name]