

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Professional Search Deposit - [Job Title / Position Name]

Dear [Client Last Name],

Thank you for choosing [Your Recruiting Firm Name] to lead the search for your next [Job Title]. We are excited to begin the process of identifying and vetting the top talent for your team.

In accordance with our signed Retained Search Agreement dated [Date of Agreement], this letter serves as a formal request for the initial search deposit. This deposit allows us to immediately dedicate our resources, research team, and recruitment tools to this engagement.

Invoice Details:

- **Position:** [Job Title]
- **Deposit Amount:** \$[Amount]
- **Due Date:** [Date]

Please remit payment via [Check / Wire Transfer / Online Portal]. Upon receipt of this payment, we will provide you with the project timeline and schedule our first candidate calibration meeting.

We appreciate your partnership and look forward to a successful placement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]