

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Invoice for First Installment of Recruitment Retainer - [Job Title/Reference]

Dear [Client Name],

We are pleased to begin the executive search for the position of [Job Title]. As per our signed agreement dated [Date], this letter serves as a formal request for the payment of the first installment of the recruitment retainer.

The details of this installment are as follows:

- **Total Project Fee:** [Total Amount]
- **First Installment Amount (1/3 of total):** [Amount Due]
- **Due Date:** [Date]

This initial payment allows us to dedicate the necessary resources to begin the research phase, candidate mapping, and initial screenings immediately. An official invoice is attached to this letter for your records.

Please confirm receipt of this letter. We look forward to presenting a shortlist of high-quality candidates to you shortly.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]