

[Date]
[Client Name]
[Client Title]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Re: Retained Search for [Job Title] - Initial Deposit Invoice

Dear [Client Contact Name],

It is a pleasure to partner with [Company Name] on the executive search for your next [Job Title]. We are excited to begin the recruitment process and identify the ideal leadership talent for your team.

As per our signed Search Agreement dated [Date of Agreement], this letter serves as the formal invoice for the initial engagement deposit. This deposit allows us to immediately dedicate our research and recruitment resources to your project.

Invoice Summary:

Invoice Number: [Invoice #]

Total Search Fee: [Total Amount or % of Salary]

Initial Deposit Due: [Amount]

Please remit payment via [Check / Wire Transfer / ACH] using the instructions attached to this letter. Upon receipt of this payment, we will proceed with the initial candidate mapping and market research phase.

We look forward to a successful search and will provide our first status update on [Date].

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]