

[Date]
[Client Name]
[Client Title]
[Company Name]
[Company Address]

Subject: Project Kickoff and Initial Retainer Invoice - [Position Title]

Dear [Client Name],

It was a pleasure speaking with you regarding the search for your next [Position Title]. We are excited to officially begin this partnership and are confident in our ability to identify the right leadership for [Company Name].

As per our signed engagement agreement dated [Date], this letter serves as the formal kickoff for the project. Attached, please find Invoice #[Number] for the first installment of the retained search fee.

Invoice Details:

Project: [Position Title] Search
Fee Type: Initial Retainer (1/3 of Total Estimated Fee)
Amount Due: \$[Amount]
Due Date: [Date]

Upon receipt of payment, our research team will immediately begin the market mapping and candidate outreach phases. We have scheduled our first weekly status update for [Day/Time] to review the initial calibration profile.

Please let us know if you have any questions regarding the billing or the next steps in our process.

Sincerely,

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