

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Initial Invoice for Search Engagement - [Project Name/Reference Number]

Dear [Client Contact Name],

It is a pleasure to begin this search engagement with [Client Company]. We are excited to assist you in identifying and securing the right talent for your team.

Please find attached the initial invoice (Invoice #[000]) for the commencement of our services, as outlined in the signed agreement dated [Date]. This initial payment covers the engagement fee and allows our research and recruitment team to begin the search process immediately.

Invoice Summary:

- **Service:** Initial Search Engagement Fee
- **Amount Due:** [Currency/Amount]
- **Due Date:** [Date]

Payment can be made via [Wire Transfer / ACH / Credit Card / Check]. Please refer to the attached invoice for full payment instructions and bank details.

We have already scheduled our internal strategy session and will provide you with a status update regarding the initial candidate pipeline by [Date].

If you have any questions regarding this invoice or the next steps in our process, please do not hesitate to contact me directly.

Thank you for your partnership.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email]