

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Contact Name]
[Client Job Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Retainer Billing for Talent Acquisition Services - [Month/Period]

Dear [Client Contact Name],

This letter serves as a formal request for payment regarding the talent acquisition retainer fee for the upcoming period of [Start Date] to [End Date].

As per our signed agreement dated [Contract Date], the monthly retainer fee is due in advance of recruitment services. This retainer ensures dedicated resources and priority search efforts for the following active positions:

- [Job Title 1]
- [Job Title 2]
- [Job Title 3]

Billing Summary:

Retainer Amount: \$[Amount]
Invoice Number: [Invoice #]
Due Date: [Date]

Please find the detailed invoice attached to this letter. Payment can be made via [Wire Transfer/Check/Online Portal].

We appreciate your partnership and look forward to continuing our search for top-tier talent for your team. If you have any questions regarding this invoice or the status of current searches, please contact me directly.

Sincerely,

[Your Name]
[Your Title]