

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

[Date]

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

RE: Candidate Shortlist and Recruitment Fee Invoice for [Job Title/Reference Number]

Dear [Client Contact Name],

Following our recent search for the [Job Title] position, I am pleased to present our shortlist of qualified candidates for your review. We believe these individuals closely match the requirements and culture of [Client Company Name].

Attached to this letter, you will find the resumes and evaluation summaries for the following candidates:

- [Candidate Name 1]
- [Candidate Name 2]
- [Candidate Name 3]

As per our signed agreement dated [Date of Agreement], please find the enclosed invoice for the [Shortlist/Placement] fee. Details are provided below:

Invoice Details:

- Invoice Number: #[0000]
- Service: Recruitment Fee for [Job Title]
- Amount Due: [Currency/Amount]
- Due Date: [Date]

Payment can be made via [Bank Transfer/Check/Online Portal]. Please let us know your preferred dates for scheduling interviews with the shortlisted candidates.

Thank you for your continued partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]