

[Current Date]

[Hiring Manager Name]

[Client Company Name]

[Company Address]

Subject: Invoice for Second Stage Executive Search Services - [Candidate Name]

Dear [Hiring Manager Name],

Please find attached the invoice for the second stage of our executive placement services regarding the [Job Title] position.

As per our agreement, this installment covers the Shortlist and Interview phase, following the successful identification and presentation of qualified candidates for the role. We are pleased with the caliber of the individuals currently under consideration and look forward to coordinating the upcoming final interviews.

Invoice Details:

- Invoice Number: [Number]
- Amount Due: [Currency/Amount]
- Due Date: [Date]

Payment can be made via [Wire Transfer/Check/Online Portal]. If you have any questions regarding this invoice or the status of the search, please do not hesitate to contact me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Recruitment Firm]