

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Invoice for Shortlist Milestone - [Job Title/Project Reference]

Dear [Client Last Name],

I am pleased to formally present the shortlist of candidates for the [Job Title] position. Following our recent meeting, we are confident that these individuals possess the leadership qualities and technical expertise required to excel within [Company Name].

As per our executive search agreement, this submission marks the completion of the second major milestone of the engagement. Accordingly, please find attached Invoice #[Invoice Number] for the shortlist stage professional fee.

We are currently coordinating with your office to finalize the interview schedule for these candidates. We look forward to your feedback and to moving into the formal assessment phase.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]