

[Your 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]

Subject: Invoice for Professional Search Shortlist Delivery - [Job Title/Reference Number]

Dear [Client Contact Name],

Following our recent communication, I am pleased to formally submit the shortlist of qualified candidates for the position of [Job Title]. We are confident that these individuals possess the specific skills and experience required to excel within your organization.

In accordance with our signed recruitment agreement, this letter serves as the formal invoice for the "Shortlist Delivery" phase of the search process.

Invoice Details:

- **Invoice Number:** [Invoice #]
- **Service Rendered:** Shortlist Delivery Fee
- **Position:** [Job Title]
- **Amount Due:** [Currency/Amount]
- **Due Date:** [Date]

Payment can be made via [Bank Transfer/Check/Online Portal]. Please find the detailed breakdown and banking instructions attached to this correspondence.

We look forward to receiving your feedback on the candidates and scheduling the next round of interviews at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]