

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

[Date]

[Hiring Manager Name]
[Client Company Name]
[Client Address]

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

Dear [Hiring Manager Name],

Following our recent search for the [Job Title] position, I am pleased to submit a shortlist of highly qualified candidates for your review. Based on your specific requirements, we have identified the following individuals:

- **[Candidate Name 1]** - [Brief highlight of experience/skills]
- **[Candidate Name 2]** - [Brief highlight of experience/skills]
- **[Candidate Name 3]** - [Brief highlight of experience/skills]

Attached to this letter, you will find their full resumes and our evaluation notes. Please let us know your availability to schedule interviews with these candidates.

Additionally, please find the attached invoice **[Invoice #]** for the [Retainer/Placement/Service] fee as per our signed agreement dated [Contract Date].

Invoice Summary:

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

Payment can be made via [Bank Transfer/Check/Online Portal]. We look forward to your feedback on the candidates and to continuing our partnership.

Sincerely,

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